

# Farewell Speech for Outgoing Poster

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Subject: Friendly Reminder: Upcoming Event This Weekend!

Dear Emily Johnson,

I hope this email finds you well. As the weekend approaches, I wanted to send a friendly reminder about our eagerly anticipated event happening this Saturday, March 14th!

Event Details:

- When: Saturday, March 14th, 2024, from 5:00 PM to 9:00 PM
- Where: Sunshine Hall, 1234 Meadow Lane, Springfield
- Dress Code: Semi-formal attire

This is going to be an evening filled with engaging activities, delightful music, and the opportunity to network with peers from various backgrounds. Whether you're looking forward to the live band, the gourmet buffet, or simply enjoying the company, there's something for everyone to enjoy.

Don't forget to bring your event pass and ID for a smooth entry. If you have any questions or need further assistance, please don't hesitate to reach out.

Looking forward to seeing you there and creating memorable moments together!

Warmest regards,

Michael Thompson Event Coordinator michael.thompson@email.com (555) 123-4567