**Email to announce health fair**

Good day staff!

EWSNetwork is excited to announce the next wellness initiative here at company name….

On, DATE[s] and time[s] enjoy a health fair – right here on-site. Visit with various area practitioners and health experts. Also, gather lots of materials and resources that are of interest to you and your family.

There will be great displays and demonstrations – all geared to encourage a healthy lifestyle.

Sign up sheets for the events [description of which ones need sign ups] can be found [locations].

If you have any questions, please don’t hesitate to connect with us at [EMAIL ADDRESS].

Stay tuned for more details as we get closer to the date!

Thanks for your time.

**Reminder email [and to get signed up if there are sheets]**

Good day staff!

Just a friendly reminder that the Company Name Health Fair is quickly approaching. So you don’t miss out on some of the events, kindly get signed up on the sheets located [where].

You don’t want to miss out on this opportunity to meet some of the practitioners and health experts in the area. Some include……

See you on date of event…

OR

Just a friendly reminder that the Company Name Health Fair is [date]. Be sure to mark your calendars!

Any last minute details….like time off to participate [find out from contact person], other logistics….

Thanks for your time.