

# Internal Announcement Email Template

A ready-to-send email to share the visit with your team. Adapt as needed.

Copy and paste the template below into your email client. Highlighted fields in [square brackets] should be updated before sending.

## Email Subject Line

Workplace dental hygiene appointments — book your slot

## Email Body

Hi all,

We're pleased to let you know that we'll be hosting a workplace dental hygiene visit from **The Sparkle Fairy** on **[DATE]**.

A GDC registered dental hygienist will be on-site at **[OFFICE LOCATION / ROOM]** from **[START TIME]** to **[END TIME]**, seeing employees back-to-back for 30-minute appointments.

### What's included in each appointment:

- Full scale and polish
- Gum health assessment
- Personalised oral hygiene advice

**Cost:** [£50 per person, paid individually / covered by the company as a benefit — delete as appropriate]

### To book your slot:

Use the booking link below to choose a time that works for you:

**[INSERT BOOKING LINK HERE]**

Spaces are limited, so please book early to avoid missing out. The booking link will close once all slots are filled.

If you have any questions before the visit, you can contact Jo at [jo@thesparklefairly.co.uk](mailto:jo@thesparklefairly.co.uk) or 07809 436 416.

Best wishes,

**[YOUR NAME]**

[YOUR JOB TITLE]

[COMPANY NAME]

### General Information

- Send the email at least 1–2 weeks before the visit to give employees time to plan.
- A reminder is sent directly to the employee 48 hours before their scheduled visit.
- For company-funded visits, emphasise it's a free benefit to maximise uptake.
- For employee self-pay visits, employees will receive their invoice via email after their appointment to pay by bank transfer.