Dear staff:

Tomorrow is Valentine’s Day!! Everyone is invited for tea and cookies at 2 pm in the Health and Social office.

We have some special surprises in store, so you don’t want to miss out on this ☺

Sincerely,

Health and Social team (or whatever dept is planning this)

(note: on Feb 14th leave the ‘be your own valentine” handout on all the tables and encourage staff to commit to three things they can do for themselves to take care of themselves.)