**Notice Template**

XYZ Public School, London,  
**NOTICE,**

2nd October, 20XX

Table Manners Workshop,

It is to notify the students belonging to classes 9th and 10th that there is an upcoming workshop on Table Etiquettes and Manners in the coming week. The workshop will be held in the auditorium of school on 10th October 20xx at 10:am in the morning. It's compulsory for students to come to this workshop. In case of any question or confusion, you can contact undersigned.

Signature,  
Phil,  
*Head Boy.*