

# Announcement: Companywide Team Building Day

Dear Team,

We are excited to announce our upcoming Companywide Team Building Day, scheduled for **[Date]**. This event aims to strengthen our teamwork and boost morale while having fun!

## Event Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Location]
- **Activities:** [Brief description of activities]

Please make sure to RSVP by **[RSVP Deadline]** to help us with the planning. Your participation is greatly appreciated!

Let's come together for a day of bonding and fun!

Best Regards,  
[Your Name]  
[Your Position]  
[Company Name]