

Guidelines for Team Building Event Participation

Dear Team,

We are excited to announce our upcoming Team Building Event scheduled for **Date** at **Location**. This event aims to enhance collaboration, foster relationships, and promote a positive team culture.

Participation Guidelines

- **Be Present:** Ensure to arrive on time and participate in all scheduled activities.
- **Stay Engaged:** Actively partake in discussions and exercises; your contributions matter.
- **Respect Diversity:** Be open to different perspectives and inclusive in team activities.
- **Maintain a Positive Attitude:** Embrace challenges with enthusiasm and support your teammates.
- **Communicate Respectfully:** Foster a constructive dialogue during activities and discussions.

We look forward to seeing everyone there and building an even stronger team together!

Best regards,
[Your Name]
[Your Position]