

Reminder: Upcoming Team Building Activity

Dear Team,

This is a friendly reminder about our upcoming team building activity scheduled for **[Date]** at **[Location]**.

The agenda for the day includes fun games, team challenges, and opportunities to connect with your colleagues. We encourage everyone to participate and bring their enthusiasm!

Please remember to bring appropriate clothing and any personal items you may need. Lunch will be provided.

Looking forward to seeing all of you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]