

# Departmental Retreat Notification

Dear Team,

We are excited to announce that our annual departmental retreat will be held on **[Date]** at **[Location]**. This is a great opportunity for us to come together, reflect on our achievements, and plan for the upcoming year.

Please mark your calendars:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Location]

Further details including agenda and activities will be shared closer to the date. Your participation is highly encouraged, as it will contribute to our team cohesion and success.

If you have any questions or suggestions, feel free to reach out.

Looking forward to a productive retreat!

Best regards,

**[Your Name]**  
**[Your Position]**  
**[Department]**