

Invitation to Staff Team Building Workshop

Dear Team,

We are excited to invite you to our upcoming Team Building Workshop scheduled for **[Date]** at **[Location]**. This workshop aims to enhance our teamwork, communication, and collaboration skills through engaging activities and discussions.

Details of the Workshop:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:** [Brief Agenda]

Please confirm your attendance by **[RSVP Date]**.

Looking forward to a day filled with learning and fun!

Best Regards,

[Your Name]
[Your Position]
[Your Company]