

# Quarterly Staff Gathering Announcement

Dear Team,

We are excited to announce our upcoming quarterly staff gathering! This is a wonderful opportunity for all of us to come together, celebrate our achievements, and discuss our goals for the upcoming quarter.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue]

Join us for a day filled with fun activities, networking opportunities, and delicious food!

Please RSVP by [Insert RSVP Date] to ensure we have enough seating and refreshments for everyone.

Looking forward to seeing you all there!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]