

Corporate Retreat Agenda

Dear Team,

We are excited to share the agenda for our upcoming corporate retreat. Please find the details below:

Agenda Overview

- **Date:** January 15-17, 2024
- **Location:** Mountain Resort, Colorado

Day 1: January 15, 2024

- 1:00 PM - 2:00 PM: Arrival and Check-in
- 2:00 PM - 3:00 PM: Welcome Address
- 3:15 PM - 5:00 PM: Team-building Activities
- 7:00 PM - 9:00 PM: Dinner and Networking

Day 2: January 16, 2024

- 8:00 AM - 9:00 AM: Breakfast
- 9:30 AM - 12:00 PM: Workshops
- 12:30 PM - 1:30 PM: Lunch
- 2:00 PM - 5:00 PM: Strategy Planning Session
- 6:00 PM - 8:00 PM: Evening Social Event

Day 3: January 17, 2024

- 8:00 AM - 9:00 AM: Breakfast
- 9:30 AM - 11:00 AM: Feedback Session
- 11:15 AM - 12:00 PM: Closing Remarks
- 12:00 PM: Departure

We look forward to a productive and enjoyable retreat. Please prepare accordingly and let us know if you have any questions.

Best regards,
[Your Name]
[Your Position]
[Company Name]