

Opt-Out Letter for Team-Building Event

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally opt out of the upcoming team-building event scheduled for [Event Date]. Due to [brief reason, e.g., prior commitments, personal reasons], I regret to inform you that I will not be able to attend.

I appreciate the effort put into organizing this event and hope it fosters great team spirit among participants. I look forward to future opportunities to engage with the team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]