

Subject: Reminder: Annual Team Gathering

Hi [Colleague's Name],

I hope this message finds you well! I wanted to send a friendly reminder about our upcoming Annual Team Gathering scheduled for [Date] at [Time]. It will be held at [Location].

This is a great opportunity for us to reconnect, share updates, and enjoy some time together outside of work. Your presence would mean a lot to the team.

Please let me know if you will be able to make it!

Looking forward to seeing you there!

Best regards,

[Your Name]

[Your Position]