

Team Retreat RSVP Confirmation

Dear [Team Member's Name],

Thank you for responding to our invitation for the upcoming team retreat scheduled for [Date]. We are excited to confirm your attendance!

Details of the retreat are as follows:

- **Date:** [Date]
- **Location:** [Location]
- **Time:** [Start Time] to [End Time]

Please let us know if you have any dietary restrictions or special requirements.

Looking forward to a great team-building experience!

Best regards,

[Your Name]

[Your Position]

[Company Name]