

Team Retreat Transportation Arrangements

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name/Organizer's Name]

Dear Team,

As we approach our exciting team retreat scheduled for [Insert Date], I would like to provide you with the transportation arrangements for the event.

Transportation Details

- **Departure:** [Insert Departure Date and Time]
- **Pick-up Location:** [Insert Pick-up Location]
- **Vehicle Type:** [Insert Vehicle Type/Company]

We will have designated pick-up points at [Insert Locations] to ensure everyone can gather easily. Please arrive at least 15 minutes early to ensure a smooth departure.

Return Arrangements

- **Return Date:** [Insert Return Date]
- **Return Time:** [Insert Return Time]
- **Drop-off Location:** [Insert Drop-off Location]

Should you have any questions or require additional information, please do not hesitate to reach out.

Looking forward to a fantastic retreat!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]