

Team Retreat Details and Preparations

Dear Team,

We are excited to announce our upcoming team retreat scheduled for **October 15-17, 2023**. This is a wonderful opportunity for us to bond, strategize, and recharge.

Retreat Details

- **Location:** Tranquil Lake Resort, 123 Nature Rd, Serenity Town
- **Date:** October 15-17, 2023
- **Transport:** Bus departs from the office at 8:00 AM on October 15
- **Accommodation:** Shared rooms, please indicate your roommate preference

Preparations

1. Please confirm your attendance by **October 1, 2023**.
2. Bring comfortable clothing and hiking shoes.
3. Consider any personal items you might need (e.g., toiletries, leisure books).
4. If you have dietary restrictions, notify us by October 5, 2023.

We look forward to a fun and productive retreat together!

Best regards,
The Retreat Planning Committee