

Confirmation of Team-Building Event

Dear [Team Name/Individual's Name],

We are pleased to confirm your participation in the upcoming team-building event scheduled for [Date] at [Location]. The event will begin at [Start Time] and conclude at [End Time].

Activities planned for the day include:

- [Activity 1]
- [Activity 2]
- [Activity 3]

Please ensure that all participants arrive on time and come prepared for a day of fun and collaboration.

Should you have any questions or require further information, feel free to reach out at [Contact Information].

Looking forward to an exciting day ahead!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]