

Shared Living Arrangements for Team Event

Date: [Insert Date]

Dear Team,

We are excited to announce our upcoming team event scheduled for [insert date]. As part of the event, we will be offering shared living arrangements to foster collaboration and strengthen our team bond.

Details of the Shared Living Arrangements:

- **Location:** [Insert accommodation address]
- **Check-in Date:** [Insert date]
- **Check-out Date:** [Insert date]
- **Costs:** [Insert cost details, if applicable]

Please confirm your participation by [insert confirmation deadline]. We encourage everyone to embrace this opportunity for team building and camaraderie.

If you have any preferences or special requests regarding your living arrangements, please let us know.

Looking forward to an amazing event together!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]