

# Annual Company Retreat Schedule

Dear Team,

We are excited to announce our Annual Company Retreat! Below is the schedule for the event:

## Retreat Schedule

Date	Time	Activity
June 10, 2023	9:00 AM	Welcome and Introduction
June 10, 2023	10:00 AM	Team Building Exercises
June 10, 2023	12:00 PM	Lunch Break
June 10, 2023	1:00 PM	Workshops and Breakout Sessions
June 10, 2023	5:00 PM	Reflection and Closing
June 11, 2023	9:00 AM	Nature Walk and Outdoor Activities
June 11, 2023	12:00 PM	Lunch and Networking
June 11, 2023	2:00 PM	Feedback Session

Location: Mountainview Resort

Please confirm your attendance by May 20, 2023.

We look forward to a productive and enjoyable retreat!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]