

Team-Building Event Schedule

Dear Team,

We are excited to announce our upcoming team-building event! Below is the schedule for the day:

Event Date: March 15, 2024

Schedule:

- **09:00 AM - 09:30 AM:** Registration & Welcome Breakfast
- **09:30 AM - 10:00 AM:** Opening Remarks
- **10:00 AM - 12:00 PM:** Team Challenges & Activities
- **12:00 PM - 01:00 PM:** Lunch Break
- **01:00 PM - 02:30 PM:** Workshop: Communication Skills
- **02:30 PM - 03:30 PM:** Outdoor Team Games
- **03:30 PM - 04:00 PM:** Closing Remarks & Feedback
- **04:00 PM:** Event Ends

Please mark your calendars! We look forward to a day filled with fun and cooperation.

Best Regards,
{ Your Name }
{ Your Position }