

# Announcement: Upcoming IT Department Team Building Session

Dear Team,

We are excited to announce an upcoming Team Building Session for the IT Department! This event is designed to strengthen our teamwork, improve collaboration, and just have some fun outside the office.

## Details of the Event:

- **Date:** Friday, December 10, 2023
- **Time:** 10:00 AM - 4:00 PM
- **Location:** Riverside Park, Pavilion Area
- **Activities:** Team games, workshops, and a picnic

Please make sure to RSVP by December 1, 2023, so we can finalize our arrangements.

We look forward to a day filled with fun, laughter, and team bonding!

Best regards,

John Doe  
IT Department Manager