

Invitation to Team Meeting

Dear Team,

We are excited to invite you to our upcoming team meeting scheduled for **[Date]** at **[Time]**. The meeting will be held at **[Location or link to virtual meeting]**.

We kindly request your RSVP by **[RSVP Deadline]** to ensure we have adequate preparations.

Please reply to this email with your availability.

Thank you! We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]