

# Confirmed Attendance for Team-Building Retreat

Dear [Participant's Name],

We are excited to confirm your attendance at the upcoming team-building retreat scheduled for [Date] at [Location]. Your participation is important to us as we aim to strengthen our team dynamics and foster collaboration.

Please find the details below:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Agenda:** [Brief Agenda Overview]

We look forward to a day filled with fun activities, interaction, and strengthening our team spirit. If you have any dietary restrictions or require special accommodations, please let us know by [RSVP Deadline].

Thank you, and see you at the retreat!

Best regards,

[Your Name]

[Your Position]

[Company Name]