

Team Building Participation Guidelines

Dear Team,

We are excited to announce our upcoming team building event scheduled for [Date] at [Location]. In order to ensure a successful and enjoyable experience for everyone, we have outlined the following guidelines:

1. **Participation:** All team members are encouraged to participate. Your involvement is critical to the team's success.
2. **Respect:** Please be respectful of your colleagues' ideas and contributions during activities.
3. **Team Spirit:** Embrace collaboration and teamwork. Support each other throughout the event.
4. **Attendance:** Please arrive on time and stay for the entire duration of the event.
5. **Feedback:** We welcome your feedback after the event to improve future team building activities.

Let us work together to make this event a fun and memorable experience for all. Thank you for your cooperation!

Best regards,
[Your Name]
[Your Position]