

Team Gathering Announcement

Dear Team,

We are excited to announce a team gathering scheduled for **[Date]** at **[Time]**. This will be a great opportunity for us to connect, share ideas, and strengthen our team spirit.

Venue: [Location]

Please RSVP by **[RSVP Date]** to ensure we have enough seating and refreshments for everyone.

Looking forward to seeing you all there!

Best,

[Your Name]

[Your Position]