

Strategic Planning Retreat Announcement

Dear [Team/Employees/Board Members],

We are excited to announce our upcoming Strategic Planning Retreat scheduled for [Date] at [Location]. This retreat is an opportunity for us to come together, reflect on our current strategies, and plan for our future direction.

Please mark your calendars and prepare for an engaging and productive session. The agenda will include:

- Review of current strategies
- Identifying new opportunities
- Setting long-term goals
- Team-building activities

We strongly encourage everyone to attend as your input and collaboration are vital to our success.

Further details, including travel arrangements and accommodations, will follow soon.

Looking forward to an inspiring retreat!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]