

# Project Team Formation Notification

Date: [Insert Date]

To: [Team Members]

Dear Team,

We are pleased to announce the formation of a new project team for the [Project Name]. The objective of this project is to [briefly describe the project objective].

## Team Members:

- [Member 1 Name] - [Role]
- [Member 2 Name] - [Role]
- [Member 3 Name] - [Role]
- [Member 4 Name] - [Role]

The first meeting is scheduled for [Insert Date and Time] at [Insert Location/Link for Virtual Meeting]. Please ensure to review the project brief attached to this email prior to the meeting.

Looking forward to working together on this exciting project.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]