

# Team-Building Training Event

Dear Team,

We are excited to announce our upcoming team-building training event designed to enhance collaboration and communication within our team.

## Event Details

- **Date:** March 15, 2024
- **Time:** 9:00 AM - 5:00 PM
- **Location:** Conference Room A, Main Office
- **Facilitators:** Team Building Experts Inc.

## Agenda

1. Introduction and Icebreakers
2. Team Challenges
3. Lunch Break
4. Collaborative Problem Solving
5. Reflection and Feedback

Please RSVP by March 1, 2024, to ensure your participation.

Looking forward to an engaging and productive day!

Best regards,  
Your Team Leader