

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Team Member's Name]
[Team Member's Position]
[Team Member's Company/Organization]

Dear [Team Member's Name],

I hope this message finds you well. I am excited to invite you to participate in our upcoming team building activities scheduled for [Date(s)] at [Location].

These activities are designed to enhance our teamwork, communication, and collaboration skills while also providing an opportunity to have fun and get to know each other better. The agenda for the day includes various engaging exercises and games, along with some time for reflection and discussion.

Please mark your calendar for this exciting event! Additional details and an itinerary will be shared closer to the date.

Looking forward to a day filled with team spirit and camaraderie!

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]