

[Your Company Logo]

[Date]

Subject: Team Lunch Announcement

Dear Team,

I hope this message finds you well!

We are excited to announce a team lunch to celebrate our recent achievements and foster camaraderie among team members. Here are the details:

****Date:**** [Insert Date]

****Time:**** [Insert Time]

****Location:**** [Insert Venue/Restaurant Name]

Please RSVP by [Insert RSVP Date] so we can make the necessary arrangements. This will be a great opportunity to relax, enjoy good food, and connect with your colleagues.

Looking forward to seeing everyone there!

Best,

[Your Name]

[Your Position]

[Your Contact Information]