

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

You are cordially invited to attend a Team Building Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Virtual Link]. The purpose of this meeting is to enhance our team collaboration, improve communication, and foster a stronger working relationship among team members. We have planned engaging activities and discussions that will allow us to better understand each other's strengths and work toward our collective goals.

Please confirm your attendance by [RSVP Date].

Looking forward to a productive meeting!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]