

# Team Outing Email Sample

Subject: Team Outing: Let's Unwind and Bond!

Dear [Team Members],

I hope this email finds you all in great spirits! As a token of our appreciation for your hard work and dedication, we are thrilled to announce that it's time for a well-deserved team outing. This is an excellent opportunity to unwind, have fun, and strengthen our team bond outside the office environment.

Date: [Date of the outing]

Time: [Starting time and estimated ending time]

Location: [Venue/destination of the outing]

## **\*\*Agenda:\*\***

1. Departure from the office: [Time]
2. Arrival at the venue: [Time]
3. Ice-breaking activities and team-building games
4. Lunch: [Location and details]
5. Optional recreational activities (e.g., sports, nature walks, etc.)
6. Team-building exercises and challenges
7. Fun-filled surprises and prizes
8. Departure from the venue: [Time]

## **\*\*What to Bring:\*\***

- Comfortable clothing and footwear suitable for outdoor activities
- Sunscreen, sunglasses, and hats for sun protection
- An enthusiastic and positive attitude!

## **\*\*Important Notes:\*\***

1. Transportation will be arranged, and details will be provided closer to the date.

2. Attendance is optional but strongly encouraged as team-building and bonding are vital to our success as a unit.
3. In case of any dietary restrictions or allergies, please inform [Name] at [Email/Phone number] in advance, so we can make necessary arrangements for meals.
4. The team outing is a great chance to get to know your colleagues on a personal level, so let's make the most of it!

We understand that work commitments may vary, but we hope each one of you can join us for this memorable event. It promises to be a day filled with laughter, camaraderie, and unforgettable moments.

Looking forward to an exciting and engaging team outing!

Best regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]