

Team Building Trip Announcement Message Template

Subject: Exciting Team Retreat Announcement - Building Success Together

Dear Team,

I am pleased to announce our upcoming team retreat to [destination] scheduled for [dates]. This retreat represents our company's investment in team development and our commitment to building stronger working relationships.

The retreat will focus on [objectives - strategic planning, team building, skill development, etc.] and will include both structured workshops and team bonding activities. This is an excellent opportunity for us to collaborate outside our usual environment and strengthen our collective capabilities.

All expenses will be covered by the company, including transportation, accommodation, meals, and activities. Attendance is expected unless prior arrangements have been made with management.

Detailed itinerary and packing suggestions will be distributed next week. Please begin making arrangements to ensure your current projects can be managed during your absence.

This retreat is designed to enhance our team's effectiveness and create lasting positive changes in how we work together. I look forward to this valuable experience with all of you.

Best regards,

[Manager Name]

[Title]

[Company Name]

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