

[Company Name]

[Company Address]

[City, State ZIP Code]

Date: [Insert Date]

Dear [Staff/Team Name],

We are pleased to extend a formal invitation to you for our upcoming **Staff Team Building Event**. This initiative is part of our continuous effort to foster a collaborative and engaging work environment, enhance interpersonal relationships, and strengthen the core values that drive our organization forward.

Event Details:

- **Date:** [Event Date]
- **Time:** [Start Time] – [End Time]
- **Location:** [Venue/Address]
- **Agenda:** [Brief Overview, e.g., Ice-breakers, Team Challenges, Lunch, Group Discussions, etc.]

All staff members are encouraged to attend and participate enthusiastically. Please wear comfortable attire suitable for team activities. Should you have any special requirements or need further information, feel free to contact [Event Coordinator/HR Representative, Name & Contact Information].

Your participation is invaluable as we work together to build a stronger, more unified team. We look forward to your positive response and to enjoying a day filled with fun, learning, and camaraderie!

Sincerely,

[Your Name]

[Your Position/Department]

[Company Name]