**Team Building Meeting Invitation Email Template**

Date: 29.06.18

Dear Team Members,

This is to inform you that the Marketing Department is organizing a Team Building Meeting for all our staff members on 2nd July, 2018 at Meeting Audi- I from 11 a.m. till 7 p.m.

In order to grow in our career, it is extremely important that we grow together and that can only happen if we work as a team so that our skills and talents synergize to bring better results. That’s the reason our department keeps organizing various team building activities from time to time.

At this event, we have organized a meeting in which all team members will be asked to share their experiences as the team member. They can also come up with suggestions or share reasons which restrict them from delivering the performance they expect to. There will also be a few team building indoor games along with a lunch sponsored by the Company.

We look forward to your presence at this team building event which is been organized for helping each one of us grow. In case you think you will not be able to attend this meeting, kindly inform the same to Ms. Geeta Gupta at 98989-12345.

Best Regards,

Anjali Sharma

Marketing Manager

Fullerton Technology Ltd.