

Event Announcement Email

Subject: Invitation to Annual Company Retreat

Hello Everyone,

We are excited to announce the Annual Company Retreat scheduled for October 15–17. This retreat will provide an opportunity for team-building activities, workshops, and networking with colleagues from all departments.

Please RSVP by September 30 to secure your spot. Additional details regarding the schedule and accommodations will follow shortly.

Looking forward to seeing you there!

Warm regards,

HR Department

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