

InterOffice Memo

Date: February 3, 2024

To: All Employees

From: Thangaraj, HR

Subject: Upcoming Team Building Event

Dear Team,

I am excited to announce an upcoming team-building event aimed at fostering camaraderie, collaboration, and teamwork among all employees. As a company, we recognize the importance of building strong relationships and working effectively together to achieve our goals.

Event Details:

- **Date:** 3/2/2023
- **Time:** 10.30 a.m. - 12.30 p.m.
- **Location:** Rasa
- **Activities:** Paintball TDM, Sarong Football,

This event will provide an opportunity for us to step away from our daily tasks and engage in fun and interactive activities that will help strengthen our bonds as a team. Whether it's problem-solving challenges, group exercises, or team-building games, there will be something for everyone to enjoy.

Participation in this event is voluntary but highly encouraged. We believe that coming together as a team in a relaxed and enjoyable setting will not only enhance our working relationships but also inspire creativity and innovation in our work.

RSVP to [Event Coordinator's Name] by 30/1/2023 to decline your attendance or any dietary restrictions or special accommodations you may require.

I look forward to seeing all of you at the event and sharing in this exciting opportunity to strengthen our team spirit.

Thank you for your continued dedication and enthusiasm.

Best regards,

Thangaraj
Head of Human Resources