

## **Memo**

**To:** All Staff

**From:** Jane Doe, HR Manager

**Date:** July 22, 2024

**Subject:** Upcoming Team Building Event

Dear Team,

We are excited to announce our annual team-building event, scheduled for August 15, 2024. This year's event will be held at Green Meadow Park, from 9 AM to 4 PM. The purpose of this event is to strengthen our team's bond, encourage collaboration, and have some fun outside the office environment.

The activities planned include:

- Team relay races
- Problem-solving challenges
- A barbecue lunch
- Group discussions on team strategies

Please mark your calendars and make arrangements to attend. Your participation is crucial for the success of this event.

Looking forward to a day of fun and teamwork!

Best regards,

Jane Doe  
HR Manager