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# Casual Memo Letter For Work

**To:** All Staff

**From:** Jane Doe, Marketing Manager

**Date:** September 24, 2024

**Subject:** Upcoming Team Outing – Let's Have Some Fun!

Hey Team,

I hope this message finds you all well! As part of our efforts to foster a closer team environment and just have some fun outside of work, we're planning an outing for next Friday, October 3, 2024.

**Details:**

- **Event:** Bowling Night
- **Time:** 6 PM onwards
- **Location:** Lucky Strike Lanes, 123 Bowling Alley Rd, Springfield
- **Food/Drink:** Pizza and sodas will be provided.

This is a great opportunity for us all to unwind, show off our competitive sides, or cheer from the sidelines. We're aiming for a fun-filled evening where we can all relax and get to know each other better outside of the office.

Please RSVP by Monday, September 29, so we can finalize the arrangements. Feel free to bring a plus one!

Looking forward to seeing everyone there and having a blast!

Cheers,

**Jane Doe**