

# Library Staff Assembly Alert

Dear Library Staff,

This is a reminder that there will be a staff assembly scheduled for:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please make it a priority to attend as we will be discussing important updates and upcoming events. Your input is highly valued.

Thank you for your attention and commitment to our library community.

Best regards,

[Your Name]

[Your Position]

[Library Name]