

Reminder: Upcoming Staff Meeting

Dear Team,

This is a friendly reminder about our upcoming staff meeting scheduled for **Date** at **Time**. The meeting will take place in **Location**.

Please come prepared to discuss:

- Agenda Item 1
- Agenda Item 2
- Any other important updates

Your attendance is important as we will be covering key topics that affect our work in the community.

Thank you, and I look forward to seeing everyone.

Best regards,

Your Name

Your Position

Social Service Agency