

Staff Meeting Attendance Reminder

Dear Department Heads,

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

Please ensure your attendance as we will be discussing important updates and initiatives that require your input.

Kindly confirm your attendance by replying to this email.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]