

Staff Meeting Attendance Reminder

Dear Team,

This is a friendly reminder for our upcoming monthly staff meeting scheduled for **[Date]** at **[Time]**. The meeting will be held in **[Location/Format]**.

Please make sure to prepare your reports and any relevant updates to share during the meeting. Your participation is crucial for our review process and planning for the upcoming month.

If you have any conflicts or need to discuss agenda items, feel free to reach out to me before the meeting.

Looking forward to seeing everyone there!

Best,

[Your Name]

[Your Position]

[Your Contact Information]