

# Staff Meeting Attendance Reminder

Dear [Employee Name],

We would like to remind you of the upcoming staff meeting scheduled for [Date] at [Time]. The meeting will take place in [Location/Online Platform].

This meeting is an excellent opportunity for you to get acquainted with our team and learn more about our ongoing projects and objectives.

Please confirm your attendance by replying to this email.

Looking forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]