

Staff Meeting Attendance Reminder

Dear Team Members,

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

Please make it a priority to attend as we will be discussing important updates and plans for the upcoming month.

If you have any topics you would like to discuss, feel free to share them with me before the meeting.

Thank you for your attention, and I look forward to seeing everyone there!

Best regards,
[Your Name]
[Your Position]