

# Invitation to Staff Meeting

Dear Team,

We are pleased to invite you to our upcoming staff meeting at the retirement community. Your participation is essential as we discuss important updates and future plans to enhance our services.

**Date:** March 15, 2023

**Time:** 10:00 AM - 12:00 PM

**Location:** Community Hall, Main Building

Please make it a priority to attend. We value your input and look forward to collaborating to create a positive environment for our residents.

Best regards,

[Your Name]

[Your Position]

[Retirement Community Name]