

# MEMO

**Date:** [Insert Date]

**To:** All Employees

**From:** [Your Name, Your Position]

**Subject:** Upcoming Workplace Assembly

Dear Team,

We will be holding a workplace assembly on **[Insert Date and Time]** in **[Insert Location]**. This assembly is an important opportunity for us to discuss company updates, upcoming projects, and to address any employee concerns.

Please make it a priority to attend, as your input is valuable to our continued success. If you have any specific topics you would like to discuss, kindly send them to me by **[Insert Deadline]**.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]