

# Contractor Engagement Kickoff Announcement

Dear Team,

We are excited to announce the kickoff of our engagement with [Contractor Name] for the [Project Name]. This collaboration aims to achieve [brief description of project goals].

The kickoff meeting is scheduled for [Date] at [Time] and will take place at [Location/Platform]. During this meeting, we will discuss project scope, timelines, and expectations.

Please make it a priority to attend as your input will be invaluable to the success of this project.

Thank you for your attention and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]