

Team Assembly Notification

Dear Team,

We are pleased to announce a team assembly scheduled for **[Date]** at **[Time]**. The meeting will take place in **[Location]**.

Agenda:

- Updates on current operations
- Menu changes and specials
- Team performance and feedback
- Upcoming events and promotions

Please make every effort to attend as we value your input and collaboration. If you have any questions or agenda items to suggest, feel free to reach out to me.

Thank you for your hard work and dedication!

Sincerely,

[Your Name]
[Your Position]
[Restaurant Name]