

Meeting Attendance Confirmation

Dear [Staff Member's Name],

This letter is to confirm your attendance at the upcoming staff meeting scheduled for [Date] at [Time]. The meeting will be held at [Location/Event Space].

We will be discussing important updates regarding operations, menu changes, and team performance. Your input is valued and we encourage all staff to participate actively.

Please let us know if you have any questions or if there are any issues that might prevent you from attending.

Looking forward to seeing you there!

Best regards,
[Your Name]
[Your Position]
[Restaurant Name]