

Notice of Upcoming Staff Meeting

Dear Team,

We would like to inform you of an upcoming staff meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda:

- Review of last month's performance
- Upcoming events and specials
- Team feedback and suggestions

Your attendance is highly encouraged as we will be discussing important topics that affect our team and restaurant. Please confirm your availability.

Thank you!

Best Regards,

[Your Name]

[Your Position]

[Restaurant Name]