To:

**[RECIPIENT'S NAME]**

**RECIPIENT'S POSITION:** [Position]

**DEPARTMENT NAME**: [Department]

**COMPANY NAME**: [Company Name]

**ADDRESS:** [Address]

FROM

**[Sender Name]**

**[General Manager]**

**Sub:** Meeting Reminder Memo

Dear Team,

This is a friendly reminder about our upcoming staff meeting scheduled for [Date] at [Time]. The meeting will take place in [Meeting Room/Location]. Please make every effort to attend as we will be discussing important updates and upcoming projects.

**Agenda:**

* Introduction and welcome
* Project updates
* Budget review
* Employee recognition
* Open floor for questions and suggestions

If you are unable to attend, please inform your immediate supervisor or manager in advance so that appropriate arrangements can be made.

Thank you for your cooperation. We look forward to seeing you all there.

Best regards,

[Your Name]

[Your Position/Title]

[Company Name]