

Formal Meeting Announcement Letter

Subject: Official Announcement of Department Meeting

Dear Team,

This is to formally announce that a department meeting has been scheduled for Wednesday, October 5, 2025, at 10:00 AM in Conference Room B. The meeting will cover quarterly performance reviews, upcoming project assignments, and updates on new company policies.

Your attendance is mandatory, and please come prepared with updates on your respective tasks.

Any supporting documents should be submitted to the coordinator prior to the meeting.

Thank you for your cooperation.

Sincerely,

[Manager's Name]

[Designation]

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