

Project Kickoff Meeting Announcement Letter

Subject: Project Kickoff Meeting Scheduled

Dear Team,

We are pleased to announce the kickoff meeting for our new project, [Project Name]. The meeting will be held on Tuesday, October 11, 2025, at 11:00 AM in Conference Hall A. The agenda includes project objectives, roles, responsibilities, and timelines.

All project team members are required to attend. Please bring any preliminary ideas or notes relevant to your assigned roles.

Looking forward to a successful start together.

Best regards,

[Project Manager's Name]

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