

Serious All-Hands Meeting Announcement Email

Subject: Mandatory All-Hands Meeting

Dear Employees,

This is to inform you that a mandatory all-hands meeting has been scheduled for Thursday, October 20, 2025, at 2:00 PM in the auditorium. Senior management will address the company's financial status, upcoming restructuring plans, and future strategies.

Attendance is required for all staff members. Please arrange your schedules accordingly.

Regards,

[HR Department]

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