

Preliminary Meeting Announcement Letter

Subject: Initial Meeting Announcement

Dear Team,

Before we proceed with the detailed planning, an initial meeting has been scheduled for Monday, October 3, 2025, at 9:30 AM in Meeting Room 2. The objective is to share preliminary information and set the foundation for upcoming discussions.

Your participation is encouraged, and suggestions are most welcome. Please note this is a short, introductory session.

Sincerely,

[Coordinator's Name]

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