

Company-Wide Meeting Announcement

Subject: All-Hands Meeting - Quarterly Updates & Company News

Dear Team,

You're invited to our quarterly all-hands meeting on [Date] at [Time]. This session will be held in [Main Auditorium] with live streaming available for remote employees.

What to Expect:

- CEO's quarterly address
- Department achievements and highlights
- New initiative announcements
- Employee recognition ceremony
- Open Q&A session

Light refreshments will be served starting 15 minutes before the meeting. For remote attendees, the meeting link will be sent separately.

This is a great opportunity to connect with colleagues across departments and stay informed about our company's direction.

See you there!

[Your Name]

HR Department

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