

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation to Staff Meeting

We are pleased to invite you to our upcoming office staff meeting scheduled for [Date] at [Time]. The meeting will be held at [Location/Room Number] and is expected to last approximately [Duration]. The agenda for the meeting will include:

- [Agenda Item 1]

- [Agenda Item 2]

- [Agenda Item 3]

Your presence is important as we will be discussing key matters impacting our team and overall operations. Please make every effort to attend.

Kindly RSVP by [RSVP Date] to confirm your attendance.

Thank you, and we look forward to a productive meeting.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]