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To: All employees of \_\_\_\_\_

**Subject: Staff Meeting**

Dear All:

This announcement is to inform you that there will be a staff meeting on \_\_\_\_\_ at the following time: \_\_\_\_\_.

The staff meeting will be at the following location: \_\_\_\_\_.

The following information and topics will be discussed at the staff meeting:

\_\_\_\_\_

Sincerely,

\_\_\_\_\_