Here is a template, totally free of charge!

However, **we don't recommend using it.**
Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a fully personalized document for a low one-time fee.
Our lawyers work hard to keep everything updated and accurate.
You get all of the benefits of a lawyer at a fraction of the cost.

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,

_____