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To: All employees of _____

Subject: Cancellation of Staff Meeting

Dear All:

This announcement is to inform you about the cancellation of the staff meeting previously scheduled on _____ at the following time: _____.

The staff meeting has been rescheduled for the following date, time and location:

Date: _____

Time: _____

Location: _____

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

_____

Please let me know this announcement was received and please confirm your attendance for the rescheduled staff meeting as soon as possible.

Sincerely,

_____