Date:

**Subject: Announcement of a Meeting**

To whom it may concern,

For the past few weeks, a lot of rumors about some major downsizing have been circulating in the company. For this purpose, James Smith, Director of HR Department, has conducted a special meeting on Tuesday, 26th June. The meeting will commence at 3:00 pm and will last for an hour.

So make sure to attend this meeting and be there on time. All the questions or queries related to the downsizing will be answered in that meeting.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]