

Dear Employees,

Being a manager entails that I am required to inform every individual about an important business meeting that occurs in the country at BPO, this is an excavation site. There is going to be a substantial number of stakeholders attending. So, the meeting is very impactful for our company. More knowledge is available on our website. It is essential that all employees attend the meeting. I am hoping to see a considerable number of happy faces during the meeting.

Best regards,

Manager