



COMPANY NAME
Insert Tagline Here

MEMORANDUM

For General Company Meeting

No. 2562211

DATE OF MEETING

[SPECIFY MEETING DATE]

TIME OF MEETING

[SPECIFY TIME OF MEETING]

VENUE OF MEETING

[SPECIFY THE MEETING VENUE]

SUMMARY

1. General Company Meeting Announcement
2. List of Major & Minor Agenda
3. Meeting Guidelines
4. Consequences of Non-attendance to Meeting

Note: This meeting memorandum is an important document and should be read in its entirety.
Thank you very much.

1. ANNOUNCEMENT OF GENERAL COMPANY MEETING (SAMPLE ONLY; PLEASE CHANGE ACCORDINGLY)

From our Chief Company Manager, [SPECIFY NAME OF CHIEF COMPANY MANAGER]:

Good day to you all!

This is to formally announce that there will be a general company assembly and discussion this coming [SPECIFY MEETING DATE] at [SPECIFY MEETING TIME]. The meeting will be held in [SPECIFY MEETING VENUE]. Everyone from all departments and employment statuses and levels are required to attend, since discussions of important matters are expected to take place within the [SPECIFY].

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