

General Meeting Notice

Title of the Meeting

Quarterly General Assembly

Date and Time

June 22, 2025, from 1:00 PM to 3:00 PM

Location

Auditorium, Central Office Building / Virtual Link: [GoogleMeetLink]

Agenda

- Opening address by the company president
- Presentation of quarterly financial results and growth metrics
- Review of ongoing and upcoming major projects
- Updates on policy changes and compliance requirements
- Initiatives for employee welfare and professional development
- Feedback session from various department heads
- Open floor for questions and concerns from staff
- Closing remarks and outlook for the next quarter

Participants

All employees are expected to attend. Department heads will present updates and field questions related to their areas.

Preparation Required

Attendees should:

- Review the quarterly report emailed prior to the meeting
- Prepare any questions or feedback regarding the presentations or company policies
- Department heads should prepare a brief update on their team's progress and challenges

Contact Information

Karen Holt, Executive Assistant Email: karenholt@company.com Phone: (234) 567-8901

Please RSVP by June 18, 2025, and specify your mode of attendance (in-person or virtual). This assembly is an important opportunity for all employees to gain insights into company operations and contribute to our collective goals.