## [Print or

insert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<< Postcode>>

<<Date>>

Dear <<Name>>.

I am writing in respect of your abs

I am writing to seek your agreeme at home. The purpose of the mee you to tell us about your curre opportunity to raise any matters of short as possible. Please contact

After this visit, I would like to sugg

I look forward to hearing from yo can do to make the visit as com concerns about our request to visi

Yours sincerely,

<<Name>> <<Title>>

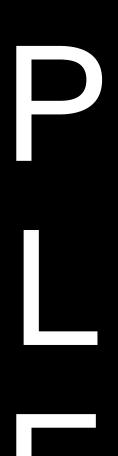


al grounds.

.g. the HR Manager>> to visit you what is happening at work and for meeting will also give you the II, of course, keep the meeting as ent date and time for the visit.

ate Period e.g. Once a Month>>.

n advance if there is anything we you. If you have any queries or ntact me.



1