

S

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Recipient's Name>>
<<Company / Employer's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: << >> days

Thank you for your letter of <<Date>> to <<Insert description of >>

Keeping In Touch ("KIT") day on

[I would be happy to accept this invitation to discuss any appropriate arrangements]

me at your earliest convenience to

[At this time I have chosen not to provide reasons if desired>>. I would welcome you to also forward any important information]

taking the KIT day. <<Insert KIT day opportunities. [Please mention.]]

[I understand that I am under no obligation to subsequently change my mind. I will

even if I accept this invitation and change of mind.]

Yours sincerely

<<Name & Title>>

A

M

P

L

E