

S

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

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

<<Date>>

Dear << >>

Re: <<Subject>> days

Thank you for your letter of <<Date>> regarding my Keeping In Touch ("KIT") day on
<<Date>> to <<Insert description of KIT day>>

[I would be happy to accept this invitation to come at your earliest convenience to
discuss any appropriate arrangements.]

[At this time I have chosen not to participate in taking the KIT day. <<Insert
reasons if desired>>. I would welcome future KIT day opportunities. [Please
also forward any important information to me in this regard.]

[I understand that I am under no obligation to participate in the KIT day, even if I accept this invitation and
subsequently change my mind. I will not be held responsible for any change of mind.]

Yours sincerely

<<Name & Title>>

A

M

P

L

E