

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>,

I am writing to request your attendance on <<Insert date>>.

The reason for this meeting is that [the Company is experiencing a re-structuring of its business involving making temporary cut-backs] OR  
[the Company is experiencing a shortage of work and is considering making temporary cut-backs]

Please note that this meeting is optional in order to try to find a reasonable solution for both yourself and the Company.

Please confirm as soon as possible your attendance at this meeting.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company Name>>

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