

[Print on Employer's

Company Name and Address]

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

<<Date>>

Time Off For Training – Meeting

Dear <<Name of Employee>>,

Following your application on <<date>> for time off work for study/training, I would like to invite you to attend a meeting to discuss your application.

We have scheduled the meeting for <<insert time and place>>. You are entitled, if you wish, to be accompanied by a companion. Your companion will be entitled to address the meeting, to put or sum up your case but may not answer questions on your behalf. I should be grateful if you could confirm your attendance as soon as possible who your companion will be, should you choose to be accompanied.

If you or your companion are unable to attend at the allotted time please let me know as soon as possible and we will be happy to meet for a reasonable alternative time and date within seven days of the original meeting.

Please do not hesitate to contact me on <<phone number>> for any queries.

Yours sincerely

<<Name & Title>>

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