

[Print on Em

sert Address]

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

<<Date>>

Dear <<Name>>

R nt

Following our earlier meeting re
mutual consent under a settleme
discuss the terms that will apply

mination of your employment by
ng to invite you to a meeting to

The meeting to discuss the Com
time>> in <<insert place>>. The
title>> [and <<insert name and j

on <<insert date>> at <<insert
by <<insert name and job
attendance.]

If you wish, you may be acco
representative. If you wish to br
your companion will be.

g by a work colleague or trade union
e let me know as soon as possible who

As discussed, these meetings a
Act. This provides that the Com
as evidence in a subsequent un

1A of the Employment Rights
ted discussions cannot be used

Please confirm your attendance

e>>.

Yours sincerely

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

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