

INVITE EMPLOYEES TO INITIAL CONSULTATION MEETING

DATE

Business Address

(via email or post)

Name

Work Location

Dear

I write to inform you that as a result of (insert reason) I have been undertaking a review of the service which will lead to changes to the posts within the department.

I would therefore ask that you attend a meeting at (time) on (date) in (venue) at which the details of the review and how this may affect you will be discussed.

Present will be (insert) along with myself.

You are entitled to be accompanied at the meeting by a Trade Union Representative or fellow worker.

We have advised and invited all relevant Trade Unions to this meeting.

Should you be unable to attend please would you advise me of this as soon as possible.

Yours sincerely

Manager

ATTENDANCE SHEET – CONSULTATION

Date:

Consultation Meeting:

[illegible]