Invite to an Informal Change of Terms Meeting

Address line 1

Line 2

Line 3

Line 4

Line 5

20 May 2025

Dear [NAME],

**RE: Invite to Informal Meeting**

I hope you are well. I am writing to you regarding a change to your terms and conditions of employment, specifically [ADD DETAIL].

We would like to invite you to an informal meeting to discuss this further. We are proposing the following:

* **[DATE at TIME at LOCATION]**

The meeting will be with [NAME, TITLE and NAME, TITLE]. You are welcome to bring a workplace colleague for support during the meeting should you wish, please let us know your chosen companion in advance of the meeting.

Yours sincerely,

[NAME]

[ROLE]