**TEMPLATE LETTER 2**

**Invite to Consultation Meeting - Individual Consultation**

Dear

**Invitation to Consultation Meeting**

Following the group consultation meeting in connection with the [**insert project title eg Social Policy Review**] I would like to invite you to a further meeting on [**insert date, time and location**] to discuss this matter in greater detail.

At this meeting you will be provided with further information on how the proposals may affect you and the opportunity to ask any questions and make any comments or suggestions.

[Insert those who will be present] will be present at the meeting, and if you wish you may be accompanied by a Trade Union representative or work colleague.

I would be grateful if you would confirm your attendance at the meeting by [insert date] and, if appropriate, who will be accompanying you.

If you have any queries regarding the above please do not hesitate to contact me.

Yours sincerely

Lead Consultation Officer