**TEMPLATE LETTER 3**

**Follow-up Meeting - Group Consultation**

Dear

**Invitation to Consultation Meeting**

Following the consultation meeting held on [**insert date**] in connection with the [**insert project title eg Social Policy Review**] and an assessment of the feedback received from employees and Trade Unions I would like to invite you to a further meeting on [**insert date, time and location**].

At this meeting you will be provided with information on amendments to the proposals and a revised project plan.

All those in [**insert Service/Team Title**] have been invited to this meeting. The Trade Unions have been advised of the meeting and will be in attendance.

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

Yours sincerely

Lead Consultation Officer