**Letter of invitation to informal meeting to**

**discuss absence**

***Add / delete information in brackets as appropriate***

[add date]

**Private and confidential**

[add address]

Dear [add name],

RE: Invitation to attend informal discussion

I am writing to you to invite you to an informal meeting at [place] on [date] at [time]. We’re planning to discuss [insert details of absence giving rise to your concerns and what those concerns are] at this meeting.

As this is an informal meeting to discuss the concerns that have arisen, it is not currently part of our formal disciplinary procedure. However, if we continue to have concerns after this meeting, we may continue our discussions more formally, under [name of your business]’s disciplinary procedure.

﻿[specify person] will take responsibility for chairing this meeting.

Please confirm that you have received this letter and that you will attend at the time stated above. If, for any unavoidable reason, you cannot attend at that time, please contact me as soon as possible.

Yours sincerely,

[add name]

[add title]﻿