**Template Letter – Invite to Individual Consultation**

**[Note – Template letters are intended as a guide only, please edit as necessary]**

[DATE]

**Private & Confidential**

[ADDRESS]

Dear [NAME]

**Invite to Individual Consultation Meeting**

As you will be aware, [your current contract is due to expire/the funding related to your role is due to cease] – edit as appropriate on [DATE].

Whilst the date is still some way off, I am keen to support you as best I can and would therefore like to invite you to an individual consultation meeting on [DATE] at [TIME] in [LOCATION]. At this meeting I would to jointly consider the following: [List below is a typical example – edit accordingly]

* The circumstances of your current contract end-date
* Any potential alternatives to your contract ending
* Possible options to support you in finding alternative employment (if appropriate)
* The process, next steps and any future expectations you may have

You may be accompanied at the meeting by a Trade Union Representative or work colleague.

In the meantime, if you have any questions about this letter or the wider-process, please feel free to contact me on [NUMBER].

Yours sincerely

**[NAME]**

**[JOB TITLE]**

cc [NAME]