**Pro forma letter A**

**Invitation to a preliminary meeting**

**From department to employee**

[Date]

Dear [employee]

I am writing to invite you to a meeting to discuss the possibility that you may be placed at risk of redundancy.

Would you be able to attend a meeting on [date and time] and [location]?

You are welcome to ask a union representative or colleague of your choice from within the University to accompany you at this meeting should you wish.

Yours sincerely

(Departmental administrator)

[If not sent by the employee’s group leader, this letter should be copied to them for information.]