



Ref [CASE ID]

[DATE]

Strictly Private and Confidential

[NAME]

[ADDRESS1]

[ADDRESS2]

[ADDRESS3]

[POSTCODE]

Dear [NAME]

I'm writing to invite you to attend a meeting with me to talk about the pattern of Shared Parental Leave you've requested.

The meeting has been arranged as follows:

Date: [DATE]

Time: [TIME]

Location: [LOCATION]

Attendees: [ATTENDEES]

You can arrange to have a colleague or trade union rep come with you if you wish. If you're going to have someone with you, please just let me know before the meeting.

I'd appreciate if you could confirm that the date and time above are ok for you.

Yours sincerely

[MANAGER NAME]

Position