

Private and Confidential

Enter date of letter.

Dear Staff name,

Invitation to Formal Meeting

We would like to meet with you formally to discuss concerns we have in relation to the following:

Enter in clear points of what the meeting will be about, the points will be based on previous verbal communication concerns.

In attendance will be (Campus manager) and Assistant campus manager or Ed Leader.
We request that you attend this meeting on (date needs to be 24 hour notice) at time of meeting at Centre name.

You are welcome to bring a support person to this meeting.

Please let me know if you have any questions.

Kind regards,

Name of Campus Manager

Campus Manager.