To be sent as a calendar invite -

You are invited to attend a Formal Consultation launch presentation on the above date, so that we can share the full detail of our proposals with you.

It is important that you know we are committed to communicating information openly and honestly and responding to your feedback. Your feedback is key to the success of any changes that need to be made, so your attendance at this meeting is strongly recommended. Local trade union representatives have also been invited to attend the meeting.

**Please confirm your attendance by responding to this invitation.**

We will go into the specifics of the proposals at the presentation outlined above, but if you have any queries in the meantime, please speak to me or contact HR Direct by email on hrdirect@nhsbt.nhs.uk.

Kind regards,

***[Name]***

***[Job Title]***