To be sent as a calendar invite -

As you may be aware, the Collective Consultation for ***[name of consultation]*** has closed. You are therefore invited to attend a presentation on the above date so that we can share any final decisions with you.

The presentation will cover details of any final decisions and explain in more detail what has been agreed. Local trade union representatives have also been invited to attend.

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

In the meantime, if you have any questions, please speak to me or contact [HR Direct.](https://nhsbt.service-now.com/sp?id=sc_cat_item&sys_id=27d998356fe39d00dbe55dd16e3ee472)

Kind regards,

***[Name]***

***[Job Title]***