To be sent as email -

Dear colleague,

As you may be aware, the Collective Consultation for ***[name of consultation]*** has closed. A presentation was delivered on ***[date]*** which covered details of any final decisions and explained in more detail what has been agreed.

A copy of the presentation and the Final Decision document have been made available for you and can be accessed here: ***[weblink]***

Take time to read through the information available which should answer any questions that you may have. However, if you do have any further queries, submit these to ***[consultation email address]***.

Kind regards

***[name]***