**To be sent as calendar invite -**

As you may be aware, the Collective Consultation for ***[name of consultation]*** has closed and we are now moving onto individual consultation meetings.

You are invited to attend your first individual consultation meeting on the above date. ***[Name]*** will be conducting the meeting and will supported by ***[name, job title]***.

You have the right to representation by a representative of a Trade Union you belong to, not acting in a legal capacity or to be accompanied by an NHSBT employee. However, it is your responsibility to make these arrangements.

**Please confirm your attendance by responding to this calendar invite.**

If you have any questions in advance of the meeting please do not hesitate to contact me.

Kind regards

***[Name]***