DATE

Private & Confidential

Dear

Having reviewed all of the vacancies offered to you since formally being placed at risk on the DATE, and in accordance with the criteria you provided in your Aspirational Interview, I now need to formally meet with you, together with HR LEAD NAME to discuss next steps.

A meeting has been arranged for DATE / TIME / VENUE

You have the right to be accompanied at this meeting by a work colleague or a representative of a nationally recognised NHS negotiating body trade union official if you so wish.

Yours sincerely

NAME

TITLE

Cc HR