

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Relations Matter

I hope this letter finds you well. We are writing to discuss [specific issue or topic] related to your employment with [Company Name].

[Clearly outline the purpose of the letter. Include relevant details such as dates, events, and any previous communications related to the matter. Be factual and objective.]

We believe it is important to address this matter promptly and provide you with an opportunity to share your perspective. We invite you to meet with us on [proposed date and time] at [location] to discuss this further.

Please confirm your availability for this meeting. If the suggested time does not work for you, feel free to propose an alternative.

Thank you for your attention to this matter. We look forward to resolving this situation collaboratively.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]