

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Retention Correspondence

I hope this message finds you well. I am writing to discuss your current position at [Company Name] and the importance of your contributions to our team.

[Briefly mention specific contributions or achievements of the employee]. We value your work and dedication, and we want to explore ways to ensure you feel supported and engaged in your role. I would like to invite you to a meeting on [Proposed Date and Time] to discuss your experiences, any concerns you may have, and potential opportunities for growth within our organization.

Please confirm your availability or propose an alternative time that works best for you.

Thank you for your continued efforts and commitment to [Company Name]. I look forward to our conversation.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]