**Letter Inviting Employee to Meeting with Manager**

Professional meetings are formal meetings that help serve several business purposes. It is a two way communication and hence procedures should strictly be in accordance to the company’s rules and regulation. To set up meeting between the manager and employee, a letter of invitation is normally sent to the concerned employee in the standard business format. Here is an example of such a letter.

**Sample Letter to Invite Employee for Meeting with Manager**

(Name)

(Company Name)

(Address of the Company)

Date: \_\_\_/\_\_\_/\_\_\_

(Employee Name)

(Designation/Position)

(Department)

Subject: Invitation for meeting with the manager

Dear \_\_\_\_\_\_\_\_\_\_\_,

This is in reference of the letter sent to you by the Human Resources. It will serve as a reminder that your appointment in the company is for a fixed term period until we put forward the expected end date.

Since your appointment is funded by a grant from XYZ and will expire some time soon. Hence the company won’t be able to continue with your employment post the releasing date. However, before any decision is finalized, you are asked to come for a meeting with the manager to discuss the further proposal with regards to your employment on 15th April, 2014 at 10:00 am in the manager’s cabin.

We will make sure to consider you for any other vacancies in the company. We look forward to speaking with you soon.

Yours sincerely,

(Signature)

(Your name)