

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Employee's Name>>,

EMP

As you know, your apprenticeship is due to end on <<insert date>>.

I am writing to invite you to a meeting at <<insert time>> at <<insert location>> to discuss this. At the meeting we will discuss any suitable available vacancies at the Company that you may wish to continue your employment with us at the end of your apprenticeship.

You should be aware that, if we do not have a suitable alternative vacancy, then this meeting may result in your employment being terminated for 'some other substantial reason', that is the end of your apprenticeship and the lack of suitable alternative employment.

You have the right to be accompanied at the meeting by a colleague or a trade union official.

At the meeting, we shall also discuss any other matters you may have and <<state e.g. feedback on the apprenticeship, any other matters to be completed etc>>.

I look forward to speaking with you at the meeting.

Yours sincerely

<<Name>>

<<Title>>