

Invitation to Wage Review Session

Dear [Employee Name],

We are pleased to invite you to a wage review session scheduled for [Date] at [Time]. The meeting will be held at [Location/Platform for virtual meeting].

This session will provide an opportunity to discuss your current compensation and review potential adjustments based on your performance and contributions to the company.

Please confirm your attendance by [RSVP Date]. If you have any specific topics you would like to discuss, feel free to share them with us in advance.

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]