

# Arbitration Meeting Invitation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Position]

Subject: Invitation to Arbitration Meeting Regarding Grievance

Dear [Employee's Name],

We would like to invite you to an arbitration meeting to discuss the grievance you have raised on [insert date of grievance]. This meeting is scheduled for [insert date and time] at [insert location].

The purpose of this meeting is to provide an opportunity for you to present your perspective and for all parties involved to discuss the issues at hand. We believe that resolving this matter through arbitration will be in the best interest of both parties.

Please confirm your attendance by [insert confirmation deadline]. Should you have any questions or require further information, feel free to contact me at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]