

Negotiation Meeting Invitation

Date: [Insert Date]

To: [Union Representative Name]

[Union Name]

[Union Address]

Dear [Union Representative Name],

We would like to formally invite you to a negotiation meeting scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

The agenda for the meeting will include discussions on:

- Wage adjustments
- Working conditions
- Benefits and compensation
- Safety measures

Please confirm your availability for this meeting by [Insert RSVP Date]. We look forward to your prompt response and hope to achieve a fair and productive discussion.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]