**Sample letter for business owners to give to potential MBO teams**

*Note for business owner: This letter has been checked by lawyers to ensure compliance with employment regulations and the only other point to note is that if it is to be disclosed who the other invitees are, it is important that you make sure there is no discrimination or what might appear to be discrimination, for example you shouldn’ t leave anyone out that’s at a similar position (eg a woman)*

Dear [xxxxxxx]

**TRAINING COURSE**

As I’m sure you realise, at some point I will want to retire from running the business. My objective is to ensure that the business continues and thrives under the new owners.

My thoughts are at a very early stage, and I don’t have any set date for exit. However, it would be remiss of me not to give you the opportunity to consider buying the business yourself at some point.

I appreciate that you probably haven’t run a business yourself before, and may not have even thought of doing so. However, I have been made aware of a new training course, aimed at training managers and directors to become Management Buy Out teams. I wondered if you wanted to attend it? Should you wish to, there will be no commitment on either side for us then to discuss anything about the sale of the business at any point in the future. This is merely an offer for you to investigate how a deal works in general terms.

The cost of the training course is £150 + VAT per half day module [which the business will cover, as it is valuable management training in any event]. The course last for up to 6 modules and will be taught as a mixture of lecture, discussions and case studies in a conference room or hotel setting. If you wish to change your mind after the first module, you can do so, and not attend any of the later modules. At the end of the first module (entitled “A Deal”), you will be given the chance to assess which of the other modules you may wish to attend. They cover Finance, Regulatory Issues for SMEs, HR and Management Skills.

Module 1 is run at quite a central location, thereafter future modules are generally run more locally. If you

I’m sure you understand the potential sensitivity of this situation, and therefore I’d appreciate it if you didn’t discuss this with anyone outside of your immediate family. [For information, I have also offered this training course to xxxxxxx and xxxxxxx so I’m happy for you to discuss this course with them as well].

Let me know if you wish to attend so that I can reserve your place, and of course, please also say if you don’t want to be involved in this training, as I’ll completely understand, and it won’t in any way affect your future prospects within our business.

Yours sincerely,

[usual sign off]