**Private and Confidential**

 *[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Grievance investigation meeting**

Under our Company’s grievance procedure, I am in the process of conducting an investigation into concerns that *[insert name]* raised on *[insert date]*.

The grievance relates to an incident that took place on *[insert date]* at *[insert time]* at *[insert location]*. A brief outline of the incident is as follows: *[insert brief details of the incident]*.

It is my understanding that you may have information that will assist the investigation and help bring this matter to a conclusion. As such, I would like to invite you to an investigation meeting on *[insert date]* at *[insert time]* in *[insert location]*. I will conduct the meeting and *[insert name]* will also be in attendance as a minute taker.

This aim of this meeting is to document any information or evidence you have regarding the grievance. The meeting will be held in confidence and will explore your understanding of recent events, any incidents you have seen and any relevant conversations you have witnessed. In order to help with the investigation process, I would ask you to bring any other information you think will help with the investigation process. This may cover any information contained in documents, emails, etc.

Due to the ongoing nature of this matter, I would request that you keep any information confidential until the grievance has been resolved. In the meantime, you should not discuss this matter with your colleagues.

If you have any queries regarding this letter please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*