**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

You are required to attend an investigation meeting to be held on *[insert date, time and location].*

The purpose of the meeting is to allow you the opportunity to provide an explanation for the following matter(s) of concern:

• *[Insert full details of allegations - use bullet points for more than one issue]*

The meeting will be conducted by *[insert names and job titles]*. *[Insert name]* will also be in attendance as note taker.

Possible outcomes from our meeting are that we may decide that it is necessary to pursue a formal disciplinary procedure with you, or alternatively we may decide that there are no grounds for this.

I understand that you will want to know what is going to happen as soon as possible, and I will endeavour to let you know as quickly as I can. It may be that our discussions in the meeting will enable me to at least give you some idea of whether I need to carry out any further investigations before getting back to you.

You should be aware that the requirement for you to attend this investigation meeting during your working hours (during which time you will be paid) is deemed by the Company to be a perfectly reasonable management instruction. Hence if you fail to attend without notification, or good reason, we will treat your non-attendance as a separate issue of misconduct.

If you have any queries regarding the contents of this letter please contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*