**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| **NAME**  **ADDRESS1**  **ADDRESS2**  **ADDRESS3**  **POST CODE** | **Date: DATE**  **Ref No:**  **Direct Line: Number**  **Email:**  **Contact: NAME** |
|  |  |

Dear **[name]**

# Investigation Meeting: Attendance as a Witness

I am writing with reference to an alleged incident regarding **[description/ allegation & date(s) of issue being investigated].**

I have been appointed as investigating officer supported by **[HR name, job title]** and would be grateful if you could attend an investigation meeting as a witness. The purpose of the meeting is to enable me to explore the circumstances of what happened and to gain your response.

The meeting will be held in accordance with the NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedure. A copy of Frequently Asked Questions in relation to attending an investigation meeting as a witness is available on HR Connect. If you are unable to access to a copy via HR Connect please contact me and I will ensure a copy is sent to you.

The arrangements for the investigation meeting are as follows:

**Date: [date]**

**Time: [time]**

**Location: [location]**

At the meeting you will have the opportunity to provide a written statement detailing your account of events or you can expand on your existing statement, if you have already submitted one. Following the meeting you will be sent a note of the discussion and will be asked to sign, date and return it as confirmation that it is an accurate record.

Add below if applicable only:

Please be advised that at this stage you are attending as a witness. However, should the investigation gather evidence which details your involvement in this matter, then your status in the investigation will change.

You are entitled to be accompanied by a recognised accredited Trade Union/ Professional Organisation representative, colleague, friend or relative not acting in a legal capacity.If you would like to be accompanied by someone other than those listed above, please contact me to discuss this. It is your responsibility to arrange this, but if you require any advice about how to do it, please contact **[name, post title and contact details]**.

Please contact **[Investigating Officer name/ PA, job title and contact details]** by **[date]** to confirm your attendance at the meeting and, if applicable, who you will be accompanied by.

If for any reason either you or your representative/companion is unable to attend at the specified time you must ensure you give me adequate notice of this, so that the meeting may be rearranged to a mutually suitable time.

In the meantime, if you have any queries please do not hesitate to contact me on **[phone number]**.

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**