**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]**

**Investigatory Meeting – Failure to Attend**

I refer to my letter dated **[add date]** requesting you attend an investigatory meeting on **[date]**. The purpose of the meeting is to enable me to explore the circumstances of what happened and to gain your response to the following allegations:

**Add allegation/s**

Following your non-attendance at the investigation meeting on **[date add reason provided for non attendance]** I have rescheduled the meeting for:

**Date: [date]**

**Time: [time]**

**Venue: [venue]**

As previously advised, I have been appointed as investigating officer and will be supported by **[HR name, job title]**. The investigation meeting will be conducted in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy.

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 support, but if you require any advice about how to do it, please contact **[name, post title and contact details]**.

Please contact **[Investigation Officer name/ PA, job title and contact details]** by **[date]** to confirm that you will attend this 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 appropriate justification for this, so that the meeting may be rearranged to a mutually suitable time.

Please note you are contractually obliged to participate in this process and failure to attend the investigation meeting, with no prior notification, will result in the meeting still going ahead in your absence. Any decision regarding the outcome of the investigation may be taken in your absence which could include referral to a disciplinary hearing. This decision will be based on the information collated as part of the investigatory process.

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**