**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]**

I write in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy & Procedure regarding the investigation commissioned by [**add name].** The purpose of the investigation is to consider the following allegation;

**[Insert allegation]**

Unfortunately, the investigation has been delayed due to **[Insert reason and detail when it is expected it will resume].**

In the meantime, if you have any further questions please do not hesitate to contact me on **[Insert telephone number]**

Yours sincerely

**[Investigating Officer]**

**[Job Title]**