**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]**