**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]**

**Invite to Investigation Meeting**

I write further to the recent **[discussion/meeting] with [add name and title]** on **[date]** in which you were notified of the requirement to commission a formal investigation regarding the following allegation**/s**:

**[Add allegation/s]**.

**OR:**

I write further to your suspension meeting on **[date]** at which you were notified a formal investigation has been commissioned by **[add name and title]** regarding the following allegation:

**[Add allegation/s]**

I have been appointed as Investigating Officer and will besupported by **[HR name, job title]**. The investigation will be conducted in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy and Procedure. The purpose of the investigation meeting is to explore the circumstances of what happened and to obtain your response to the allegation/s. Therefore, I write to confirm that an investigation meeting has been scheduled for:

**Date: [date]**

**Time: [time]**

**Location: [location]**

You are entitled to be accompanied by a recognised accredited Trade Union/ Professional Organisationrepresentative, 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 further.

At the investigation meeting you 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 submittedone. Following the meeting you will be sent a note of the discussions and will be asked to sign, date and return as confirmation they are accurate record.

I must advise that one possible outcome of the investigatory process may be the need to convene a formal disciplinary hearing, which may in turn result in disciplinary action being taken, up to and including dismissal.

Please contact **[Investigating 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 adequate notice of this, so that the investigation meeting may be rearranged to a mutually suitable time. Failure to attend the investigation meeting with no prior notification may result in the meeting still going ahead. Any decision regarding the outcome may be taken in your absence.

You may also wish to access support via self referral to the Boards Occupational Health Service on0141 201 0600 while this process is underway.

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

Yours sincerely

**[Managers Name]**

**[Title]**

**[Service]**