**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 following the [**meeting or discussion**] which took place on [**add date**]. As advised, I have commissioned a formal investigation to be conducted in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy & Procedure.

The purpose of the investigation is to explore further and establish the facts surrounding the following allegation**/s**

**[add allegation/s]**

I have appointed **[name and title]** as investigating officer who will write to you directly with further details of the investigatory meeting.

A copy of NHS Greater Glasgow & Clyde Disciplinary Policy can be accessed via HR Connect. If you are unable to access the policy please contact me and I will ensure a copy is provided.

You may also wish to access support via self referral to the Board’s Occupational Health Service on0141 201 0600 while this process in underway.

You may also find it beneficial to seek support and guidance from your Trade Union/Professional Organisation representative.

Yours sincerely

**Manager Name**

**Title**

**Service**