**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]**

# Rescheduled Investigation Meeting: Attendance as a Witness

I refer to my letter dated **[add date]** requesting you attend an investigatory meeting on **[date]** as a witness. The purpose of the meeting is to enable me to explore the circumstances of what happened and to gain your response in relation to the **[add information].**

As previously advised, I have been appointed as investigating officer supported by **[HR name, job title]**. The meeting will be held in accordance with the NHS Greater Glasgow and Clyde Disciplinary Policy and Procedure. A copy of Frequently Asked Questions in relation to attending an investigation meeting as a witness can be accessed via HR Connect.

The arrangements for the rescheduled investigation meeting are as follows:

**Date: [date]**

**Time: [time]**

**Location: [location]**

At the meeting you will 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 submitted one. Following the meeting you will be sent a note of the discussion and will be asked to sign, date and return it as confirmation that it is an accurate record. Please note you are contractually obliged to participate in this process

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

Please contact **[Investigating Officer name/ PA, job title and contact details]** by **[date]** to confirm your attendance at the 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 meeting may be rearranged to a mutually suitable time.

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

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**