**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]**

**Notes from Investigation Meeting**

Thank you for attending the investigation meeting on **[add date]** which was convened in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy & Procedure.

At the investigation meeting you were advised a note of the discussion would be taken. I now enclose two copies of the notes for your consideration. If you agree the notes are an accurate account of the discussion please sign and date both copies, return one to me at the above address and retain the other for your own information. Alternatively, if you would like to amend any inaccuracies please detail these clearly on the notes before signing and dating. Please note you cannot add any additional information that was not discussed at the investigation meeting.

It is important to highlight the notes are confidential and should not be shared or discussed with others, with the exception of your Trade Union/Professional Organisation representative

If you fail to return a signed copy of your notes by **[add date],** it will be assumed that you accept the notes as an accurate account.

As discussed at the investigation meeting, the notes will form part of a management statement of case. Once the investigation has concluded the management statement of case will be submitted to the Commissioning Manager. If the case progresses for further consideration at a disciplinary hearing the notes will be viewed by the employee who the allegations have been made against. **[Delete this section if the notes being sent to employee subject to investigation].** You may also be called as a witness at a disciplinary hearing.

Should you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely

**[Investigating Officer]**

**[Job Title]**