**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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| --- | --- |
| NAME  ADDRESS1  ADDRESS2  ADDRESS3  POST CODE | Date: DATE  Ref No:  Direct Line: Number  Email:  Contact: NAME |

Dear ,

## Dignity at Work: JIP Report – Opportunity to Comment - Respondent

I refer to Dignity at Work Complaint Notification dated , against you, and the investigation meeting held on **.**

I write, as chair of the joint investigation panel (JIP), to confirm that we have now completed the investigation and have written our report. In line with the NHS Greater Glasgow and Clyde Dignity at Work Policy I have enclosed a copy of this report and appendices for your attention.

If you wish to comment on the report then please do so in writing by . This is an opportunity for you to add any final comments you would like to be considered as part of the investigatory process. Please note this is not an opportunity to revise the content of the JIP’s report. Your comments will be included, as appropriate, as an appendix to the JIP report which will be submitted to the commissioning manager to take forward the recommendations made.

The content of this report is strictly private and confidential and it is intended to be viewed by you and your appointed representative only.

If I have not heard from you by I will assume that you do not wish to comment on the report and the final report will be submitted to the commissioning manager.

The commissioning manager will then write to you in due course to advise you of the outcome of the investigation and any course of action thereafter.

In the meantime, if you have any queries please do not hesitate to contact me on .

Yours sincerely,

Cc: JIP Report