**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 ,

## Dignity at Work: Failure to Attend Investigation Meeting - Respondent

I refer to my letter dated inviting you to an investigatory meeting on in accordance with the NHS GG&C Dignity at Work Policy.

I note that you subsequently failed to attend the investigatory meeting without prior notification.

As previously advised the purpose of the investigatory meeting is to gather all the relevant facts relating to the allegations made against you and to discuss how this matter can be resolved.

I must advise that all employees are required to fully engage with Board policies therefore I have rescheduled the investigatory meeting as follows:

**Date:**

**Time:**

**Location:**

As previously advised you are entitled to be represented and/or accompanied at the meeting by your Trade Union/ Professional Organisation Representative (including full-time Trade Union Officer), a fellow employee, or a friend/ relative not acting in a legal capacity, should you find that helpful. I must advise that it is your responsibility to arrange your representation.

Dependant on the outcome of the investigation should the matter subsequently proceed to a Disciplinary Hearing, your statement, along with any other information obtained may be used as evidence and shared with **.** I must also advise you that such evidence will be provided to any employees subject to a disciplinary process as a consequence of the investigation and they may also be asked to attend a hearing.

Can you please contact on as soon as possible to confirm your attendance at the rescheduled investigatory meeting. I must advise that should you again fail to attend the investigatory meeting without prior notification it may be necessary for the investigation to proceed in your absence.

Yours sincerely,