**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| NAMEADDRESS1ADDRESS2ADDRESS3POST CODE | Date: DATERef No: Direct Line: NumberEmail:Contact: NAME |

Dear [Insert Name Of Witness],

## Notes from Investigation Meeting - Witness

Thank you for attending the investigation meeting on which was convened in accordance with the NHS Greater Glasgow and Clyde’s Dignity at Work Policy. As you are aware the purpose of this meeting was to investigate dignity at work complaint in relation to . was also present at the meeting. You chose to be represented/accompaniedby at the meeting **OR** You chose to attend the meeting unaccompanied and were happy to proceed on this basis.

At the investigation meeting you were advised that notes 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 accompanying Trade Union/Professional Organisation representative.

If you fail to return a signed copy of your notes by **,** 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 and will be viewed by the complainant and the respondent. If the case progresses for further consideration at a disciplinary hearing you may be called as a witness.

If you have any queries please do not hesitate to contact me on . In addition if you have any other information that you feel is relevant to the investigation please do not hesitate to contact me with this as soon as possible.

Yours sincerely,