

S

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Invitation to Investigatory Meeting

I am writing to invite you to an
<<insert location>>. The purpose
have been made relating to you
<<insert details of allegation(s)>>
<<insert name and job title>> and
to take a note of the meeting.

The investigatory meeting is a
Company's formal disciplinary
Company may decide to bring
circumstances, you will be invited

The Company treats personal
accordance with the Company
data is used and the basis for
privacy notice.

Once the investigation is complete

If you have any questions with
hesitate to contact me.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company>>

A

M

P

L

E

<<insert date & time>> at
investigate allegations that
place. The allegations are:
meeting will be chaired by
<<insert name and job title>> will also be present

does not form part of the
investigation has concluded, the
proceedings against you. In these
disciplinary hearing.

disciplinary process in
. Information about how your
provided in the employee

of the outcome.

investigatory meeting, please do not