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[Company Name]

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

<<Date>>

Dear <<>>

Investigation into alleged misconduct

I am writing to let you know that the Company is conducting an investigation into the allegations that have been made against you. The alleged misconduct is <<give details>>

conducting an investigation into the alleged misconduct in the workplace. The

The investigation is a fact-finding exercise and will be taken on formal disciplinary action until the investigation is complete.

discipline will be taken on formal

The investigation will be carried out by <<Name and job title>> and it is anticipated that the investigation will take <<period of time>>. During this time, the Company will be interviewing you and other employees. You will also be invited to an investigatory meeting where you will have the opportunity to give your version of events. Disciplinary

and job title>> and it is anticipated that the investigation will take <<period of time>>. During this time, you will be interviewed and you will have the opportunity to give your version of events. Disciplinary

When the investigation is complete, you will be notified of the findings.

confirm next steps in writing.

The Company treats personal data in accordance with the Company's privacy policy. Information about how your personal data is used and the basis for processing is provided in the employee privacy notice.

investigation process in accordance with the Company's privacy policy. Information about how your personal data is used and the basis for processing is provided in the employee

Ahead of the investigation, please let us know if you have any information that you think might be of assistance.

with any information that you

Yours sincerely

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

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