***Note*: You will need to ensure you REMOVE non relevant any paragraphs, wording or highlighted sections. Refer to the ‘How to complete a Template Letter’ document on People First for help using the templates.**

[Letterhead Details]

**Strictly Private & Confidential**

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

Ref**: *[Sender’s Initials]/ [Employee’s Initials]/ [Case Number]***

***[Date]***

Dear ***[Employee Title, Employee Name],***

**Re: Invite to formal investigation meeting**

I am writing to advise you that we have received an allegation that you ***[details of event, date, time etc].*** This will be investigated under the Dignity at Work Policy (enclosed).

May I emphasise this has been alleged and not proven at this stage, and therefore we will need to arrange to meet with you to understand your version of events etc. \*delete as appropriateYou are thereforerequired to attend an investigatory meeting on **[date/time/place].**

***OR*** I will be in touch with you shortly to invite you attend one in the future**.** I will be conducting the meeting, supported by ***[name, job title].***

\*delete as appropriateThis is an important meeting, for us to talk to you about the allegations raised against you, and for us to understand your side of the story.

Should they find that there may be a misconduct case to answer then the Disciplinary Policy will be instigated at the recommended sanction or panel stage, so that any necessary appropriate action can be followed. Only when additional details come to light during this process, will further investigation take place.

You may wish to speak with your manager or Human Resources about any concerns you may have at this time.

\*delete as appropriateYou have the right to representation by a NHSBT employee or representative of a Trade Union you belong to, not acting in a legal capacity. It is your responsibility to organise this. If you are bringing a representative, please call/email me prior to the meeting to confirm who your representative will be (contact details below).

\*delete as appropriateI would be grateful if you could confirm your attendance and the name of your representative to me

I also wanted to remind you of our Employee Assistance Programme.  The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues.  If you feel you might benefit from accessing this programme you can call the 24-hour telephone line on **0800 7832808**.  Alternatively if you just wanted to find out more about it you can visit their website <https://wisdom.healthassured.org/login>. The ‘organisation code’ is MHA021261.  There is also the “Wisdom” App available on Play Store and App Store. You can activate the App using code **MHA021261**.

***\*\*note: should you need to consider suspension, follow the process in the Disciplinary policy.***

Should you have any question or queries, or have any immediate concerns, please do not hesitate to contact me.

*All details of this process under the Dignity at Work policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.*

Yours sincerely,

***[Name]***

***[Phone number and e mail address].***

***[Job Title]***

 ***[cc:] (HR Consultant supporting the case)***

***[Encl.] Dignity at Work Policy***