***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**

Following my letter dated **[*date],*** you are invited to attend an investigatory meeting on **[date/time/place].** I will be conducting the meeting, supported by ***[name, job title].***

This is an important meeting for us to fully understand the details of your concerns and the issues or actions discussed in any informal meetings to date.

You 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).

If there is anything you are unsure of or wish to seek clarification, 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]***

***[Job Title]***

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

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

***[Encl.]***