APPENDIX 17C – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for individual in areas highlighted in grey.)*

INVITE TO INVESTIGATORY MEETING FOLLOWING COMPLAINT – PERSON ABOUT WHOM A COMPLAINT HAS BEEN MADE

Date

Name and Address

Dear Name

## RE: INVESTIGATORY MEETING

I am writing to confirm that a complaint has been made in relation to your alleged behaviour as a Line Manager to a member of staff who reported to you.\*

I would now like to meet with you to discuss the matter in further detail and have made arrangements to meet you in Venue on Date at Time. XXX (from Human Resources)\* will accompany me to take a contemporaneous note of the interview. You will be entitled to receive a copy of these notes. You may be accompanied by a Trade Union representative or a workplace friend / colleague.

You may also provide a written explanation in advance of the meeting. Any such explanation should be submitted to me by Time on Date.

The purpose of this meeting is to establish the facts to assist us to make a decision on what, if any, disciplinary penalty or alternative measures may be appropriate. I draw your attention to the company Disciplinary Procedures, also attached for further information.

I would like to emphasise that this matter and matters discussed in the course of the interview are confidential. They should not be discussed with anyone other than your Trade Union representative or workplace friend / colleague if you choose to have one accompany you.

Yours sincerely

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Enc

\*Delete as required NOTE: THE WORDING ABOVE SHOULD BE AMENDED AS REQUIRED