<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

**Invitation to Investigatory Meeting**

I am writing to invite you to an investigatory meeting on <<insert date & time>> at <<insert location>>. The purpose of the meeting is to investigate allegations that have been made relating to your conduct in the workplace. The allegations are: <<insert details of allegation(s)>>, The investigatory meeting will be chaired by <<insert name and job title>> and <<insert name and job title>> will also be present to take a note of the meeting.

The investigatory meeting is a fact-finding exercise and does not form part of the Company’s formal disciplinary procedure. After the investigation has concluded, the Company may decide to bring formal disciplinary proceedings against you. In these circumstances, you will be invited to attend a disciplinary hearing.

The Company treats personal data collected during the disciplinary process in accordance with the Company’s Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in the employee privacy notice.

Once the investigation is complete, you will be advised of the outcome.

If you have any questions with respect to the investigatory meeting, please do not hesitate to contact me.

Yours sincerely

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