**Letter inviting an employee to an investigatory meeting for conduct**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Requirement to attend an investigatory meeting**

I am writing to inform you that you are required to attend a meeting to help us investigate the following matter(s) of concern:

* *[Insert list of matters which require investigation]*

The meeting will take place on *[insert date and time]* at *[insert location]* and will be conducted by *[insert name of investigating officer]*. *[Insert name of note-taker]* will also be present to take minutes of the meeting. If for any reason you will be unable to attend at the scheduled time/location, please let me know as soon as possible.

*[Optional]* You may be accompanied at the meeting. Please confirm whether you wish to be accompanied and if so, who you wish to be accompanied by so that we may make arrangements in this regard.

I would like to point out that this is not a disciplinary hearing; the aim of the meeting is to allow you to provide an explanation of the matters of concern above in order to assist our decision on whether it is necessary to instigate our formal disciplinary procedure. However, it may also be that we decide from the information that we are able to gather that there is no need to take any further action.

For your information, I have attached a copy of our disciplinary procedure.

If you have any queries about this letter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*