

# **The Manager's Guide to Discipline**

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GOWER

APPENDIX III

# Letter B

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## Notification of an Investigatory Meeting

*(Date)*

*(Name)*

*(Address)*

Dear *(Name)*

### **NOTIFICATION OF AN INVESTIGATORY MEETING**

I am writing to ask you to attend an investigatory meeting on *(date)* at *(time)* at *(location)*. This meeting has been arranged because I am in the process of investigating allegations that have been made relating to your *(details of the conduct/performance)*.

Please note that the purpose of the meeting is entirely a fact-finding exercise, and is not a disciplinary hearing. If, once the investigation has been concluded, it is decided to institute disciplinary proceedings against you; you will be invited to attend a formal disciplinary hearing at a later date.

The investigatory meeting will be conducted by *(name/s)* and *(name)* will also be present to take notes of the meeting.

If you are unable to attend this meeting, you are asked to contact me as a matter of urgency so that an alternative date and time can be scheduled. I would advise you that it is in your interests to attend the meeting so that you can give your account of events before a decision is taken by me on whether or not to proceed to a disciplinary hearing. If you fail to attend without good reason, a decision on the institution of disciplinary proceedings will be made in your absence and may also result in any further period of suspension being without pay.

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Once I have completed the investigation, you will be informed of the outcome.

Yours sincerely,

*(Name)*

Line Manager

NOTE: Strictly speaking this type of meeting does not attract the legal right to a companion. However, if the company disciplinary procedure allows this, or if in the circumstances you feel it to be appropriate – when dealing with an employee with a disability, or a young worker for example – consider adding that a work colleague or trade union official can also attend.