

APPENDIX 1A

TEMPLATE LETTER FROM INVESTIGATING OFFICER TO RELEVANT PARTIES,
ADVISING THAT AN INVESTIGATION WILL COMMENCE AND ENCLOSING TERMS
OF REFERENCE (WHERE APPROPRIATE)

Date

PRIVATE AND CONFIDENTIAL

Name

Address

Dear

INVESTIGATION

I have been appointed as the Investigating Officer to investigate the allegation(s) /
complaints(s) of

Please find enclosed the Terms of Reference for the Investigation and statement on
Confidentiality.

I will be in touch shortly to invite you to attend an Investigatory Interview.

Yours sincerely,

Name

Investigating Officer

Cc: Designated Manager

Encs