

APPENDIX 1B: EXAMPLE LETTER INVITING TO AN INVESTIGATORY INTERVIEW

Date

PRIVATE AND CONFIDENTIAL

Name

Address

Dear

INVESTIGATORY INTERVIEW

I am writing to invite you to attend an investigatory interview on (date) at (place), commencing at (time).

The nature of this interview is to investigate the allegation(s) of

This interview is just to gather the facts and does not pre-judge the outcome of the Investigation.

Should you wish to do so, you have the option of being accompanied at this interview by a work colleague or trade union/staff association representative. [Not witnesses. Check relevant policy / procedure and Terms and Conditions]

Yours sincerely,

Name

Investigating Officer