

Date

Dear

My name is . I am currently in the process of conducting an investigation into .

I am writing to invite you to attend an investigation meeting on at so that I may discuss the matter with you.

In attendance at the meeting will be myself and , who will be present to take notes. Please bring with you any information that you think might be useful to the investigation.

If you wish, you may be accompanied by a trade union representative or a colleague. However, your companion will not be able to answer questions on your behalf.\*

To ensure that the investigation can be conducted as fairly as possible we request that you keep the matter, and anything discussed at the investigation meeting, confidential. Any breach of confidentiality may be considered to be a disciplinary matter.

If you are unable to attend the meeting please contact as soon as possible, so that alternative arrangements can be made.

Yours sincerely

Signed

*\*While accompaniment at an investigation meeting is not a statutory right, it can be good practice and may be required if provided for in company policy or because of specific needs of the person attending the meeting. Read the Acas guide on Conducting Workplace Investigations for more detail.*