**LETTER REQUESTING ATTENDANCE AT INVESTIGATORY MEETING**

Dear [NAME]

**Investigation Meeting**

I am writing to inform you that you are required to attend an investigatory meeting at [PLACE] on [DATE] at [TIME].

The purpose of the hearing is to investigate the following allegations - [INSERT DETAILS].

The meeting is not a disciplinary meeting, and is intended to be investigatory only in nature. As such, you do not have a right to be accompanied at this stage. If, once the investigation has concluded, the Company wishes to institute formal disciplinary proceedings against you, you will be required to attend a disciplinary meeting at a later date.

The investigatory meeting will be chaired by me and I may be accompanied by a note taker. Please bring with you any information that might be of assistance to the investigation.

The Company treats personal data collected during the disciplinary procedure in accordance with the Company's data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company's employee privacy notice.

Once we have completed our investigation, we will inform you of the outcome.

If for any unavoidable reason you cannot attend the meeting please contact me immediately.

Yours sincerely,

[NAME]