# Letter inviting an employee to an investigation meeting

Date ………………..

Dear…………………..

My name is **[name of investigator]**. I am currently in the process of conducting an investigation into **[detail what the investigation is looking in to]**.

I am writing to invite you to attend an investigation meeting on **[date of the meeting]** at **[time of the meeting]** at **[location of the meeting]** so that I may discuss the matter with you.

In attendance at the meeting will be myself and **[name of note-taker]**, whowill 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 **[name of investigator, manager, HR department]** 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.*