**Private and Confidential**

**Department Title**

First address line

Second address line

Third address line

Fourth address line

Postcode

Tel: 000 0000 0000

Fax: 000 0000 0000

Insert web address here

Member of staff’s name

Address

Address

Address

Address

# Draft letter informing an employee they are subject of an investigation

[Insert date here]

Dear

I am writing to inform you that the Trust has decided it is necessary to conduct an investigation into your actions in relation to:

* [Summarise details of each issue being investigated in bullet points]

The basis of the investigation is also outlined in the enclosed Terms of Reference. Please ensure that you read it and let me have any comments that you would like me to consider by [date].

Only if appropriate - You are required to provide an initial statement regarding your recollection of the events surrounding the above allegations. Please can I ask you to complete the enclosed template and return it to me within 48 hours. (Insert address)

The person conducting the investigation will be [name of investigating officer].

The aim of the investigation is to establish the facts of the matter by gathering as much relevant facts and information as possible. It is currently expected that the investigation will be completed by [day, month].

Once the investigation has been completed, you will be informed in writing of its outcome. If it is found that there is a case to answer, you will be invited to attend a formal disciplinary hearing.

The investigating Officer may invite you to attend an investigation meeting where you can explain your version of events. If this is required, you will be informed of the time and date of the meeting in advance.

In the meantime, should you have any information that might be of assistance to the investigation or wish to discuss anything, please do not hesitate to contact [name of investigating officer/line manager/HR department].Their contact details are [telephone number, email address].

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

Please note that you should continue to attend work while the investigation takes place [amend if excluded or under the restriction set out to you in my previous letter].

Due to the nature of this process, I appreciate that this can be a difficult time. The Trust has an independent Employee Assistance Programme (EAP) which you can access. The EAP is provided by Workplace Options and can be reached on telephone number 0800 243458 or emailed on [assistance@workplaceoptions.com](mailto:assistance@workplaceoptions.com).

I have assigned a point of contact (insert name) who can also be contacted on (number) for further support during the investigation.

Yours sincerely

Name of Commissioning Manager

Job Title

Enc: Terms of Reference

Initial statement template