

Invitation to an Investigation Meeting

i Use this letter to invite an employee to a fact-finding investigation meeting. Replace every [bracketed] field. An investigation establishes the facts — it is not a disciplinary hearing.

[Date]

PRIVATE & CONFIDENTIAL

[Employee full name]

[Address line 1]

[Address line 2]

[Postcode]

Dear [Employee first name],

I am writing to invite you to attend an investigation meeting to discuss concerns that have been raised regarding [brief, factual description of the matter under investigation]. The purpose of the meeting is to establish the facts of the matter.

Meeting details

Date	[Date]
Time	[Time]
Location	[Location / meeting room / video call link]
Meeting held by	[Name, job title — the investigating officer]
Also present	[Name, job title — e.g. note-taker, if any]

This is a fact-finding meeting and is not a disciplinary hearing. No decision about disciplinary action will be made at this meeting. Its aim is to gather information so that a fair and informed decision can be made about whether any further action is needed.

Depending on the outcome of the investigation, the matter may be closed with no further action, dealt with informally, or referred to a formal disciplinary hearing under our disciplinary procedure. If it does proceed to a hearing, you will be given full details and reasonable notice beforehand.

You are welcome to bring any documents or notes you feel are relevant to the meeting. [Optional: Although there is no statutory right to be accompanied at an investigation meeting, you may bring a work colleague with you if you wish.]

I would be grateful if you would keep the details of this matter confidential while the investigation is ongoing, to protect the integrity of the process and everyone involved.

If you are unable to attend at the time shown above, please contact me as soon as possible so that an alternative can be arranged. If you have any questions in the meantime, please do get in touch.

Yours sincerely,

[Name]

[Job title]

[Company / Store name]

i *Best practice: keep the description of the matter factual and neutral, give reasonable notice, take accurate notes, and keep all records securely and confidentially.*