**STRICTLY PRIVATE AND CONFIDENTIAL**

[Recipient’s Name and Address]

[\*Delete as appropriate]

Dear <Title, Surname>,

**Initial meeting**

I am writing to advise that I have been asked to undertake the investigation and would like you to attend an initial meeting into the following allegation(s):

**<Insert paragraph(s) identifying all allegations/incidents/issues of concern, including dates and times if applicable>**

The meeting will be held in accordance with NHSScotland’s Workforce Policies Investigation Process, [\*a copy of which you have previously received/\*is enclosed for your information].

The purpose of the meeting is to allow you the opportunity to meet the investigation team, to understand how the investigation will progress and to provide any initial comments you wish at this stage to inform the investigation. A formal investigation meeting will then take place once we have gathered the necessary information to share with you.

The meeting arrangements are as follows:

Date: **<Insert mutually agreed date>**  
Time: **<Insert time>**  
Location: **<Insert venue>**

At the meeting, I will be supported by **<Insert HR Adviser Name and Job Title>.**

You are entitled to be represented by an accredited trade union representative or a workplace colleague. It is your responsibility to arrange representation, but if you require any advice about how to do this, please contact **<Insert Name, Job Title and contact details>.**

In the meantime, you should avoid discussing the case with anyone other than your representative to ensure your confidentiality [\*and that of the other parties involved].

If you have any questions about the content of this letter or regarding the initial meeting, please contact me or **<Insert HR Representative Name, Job Title>** on **< Insert contact details>.**

Yours sincerely

**<Investigating Manager>**

**<Job Title>**

Enc: <Copy NHSScotland Workforce Policies Investigation Process/Flowchart and Guide for Employees if not already provided>

cc: <HR Representative>

<Trade Union Representative>