**STRICTLY PRIVATE AND CONFIDENTIAL**

[Recipient’s name and address]

**\*Please delete as appropriate**

Dear <Title/Surname>,

**Investigation notification**

Following our meeting on <**Insert** date>], I am writing to advise that [\*I will be conducting/\* I have identified <**Insert** Name and Job Title of Investigating Manager> to conduct] an investigation into the following allegation(s):

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

This Investigation will be conducted in line with the NHSScotland Workforce Policies Investigation Process, a copy of which is enclosed for your information. As part of the investigation, you will be invited to attend an investigatory meeting. You will have the right to be represented by an accredited trade union representative or work colleague. [\*I /\*<**Insert** Name of Investigating Manager] will be in contact in the near future to arrange to meet with you.

Should you wish to provide a written statement detailing your account of events or to expand on a statement you have already provided, please sign and date it and send it to <**Insert** Name, Job Title and address> by <**Insert** date> for consideration at our meeting.

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].

Should you have any queries in relation to this correspondence, please do not hesitate to contact me.

Yours sincerely

<**Insert** Name of Line Manager>

## <Insert Job Title>

Enc - NHSScotland Workforce Policies Investigation Process/Flowchart/Guide for Employees

cc [\* Investigating Manager]

 HR Representative

 Trade Union Representative, if known