**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Allegation of gross\* misconduct – Disciplinary Investigation**

I am writing to advise you that I have initiated a formal investigation into the following allegation/s: -

* [Insert allegations]\*

The purpose of the investigation is to establish whether there is a disciplinary case to answer. I have appointed [name], [job title] as the Investigatory Manager who will write to you separately to invite you to an investigation meeting.

You should be advised that, once the investigation is complete, it could be deemed necessary to invite you to a disciplinary hearing, and were the issues proven, could, ultimately, result in some form of disciplinary action being taken against you. Please note, as the allegation of [Insert allegation] could be considered as gross misconduct this action could result in the termination of your contract of employment.\* However, I must stress that, at this stage, it is purely to gather evidence to conclude whether further action, if any, should be taken.

You should treat this matter as confidential and not discuss it with anyone except the fellow employee or trade union representative who accompanies you to the investigatory interview.

I appreciate that this situation may cause you some concern and I would like to take this opportunity to remind you that the University provides access to an Employee Assistance Programme, provided by Health Assured which can be contacted on 0800 030 5182.

If you have any questions regarding the above please do not hesitate to contact [name] on [number].

Yours sincerely,

**[Name Manager]**

**[Job Title]**

Cc: HR, File