**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to Investigation Meeting**

In accordance with paragraph 5.5 of the [Disciplinary procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/disciplinary/procedure) I am writing to inform you that it is necessary for us to hold an investigation meeting in order to discuss the following allegations that have been made against you.

* [Insert allegations]

The meeting will be held on [date] at [time] in [location]. Please let me know if you need any special requirements for the day.

I will be acting as the investigatory manager [and [Name HR representative] will be present as the HR representative to advise on any HR procedure]\*.

You have the right, if you wish, to be accompanied at the meeting by a work colleague or trade union representative not acting in a legal capacity. I would be grateful if you could confirm your attendance at this meeting and let me know whom, if anyone, you will be bringing as your representative by [Date].

Please bring or provide in advance of the investigation meeting any documents or evidence you believe are relevant to these allegations.

Please note that at this stage the purpose of the meeting is purely a fact-finding exercise. However once the investigation is complete, and depending on the findings, it may be necessary to invite you to a formal disciplinary hearing at which, if the allegations against you are considered founded, could result in some form of disciplinary action being taken against you in accordance with the University’s disciplinary policy.

I would like to remind you that this matter is strictly confidential and should not be discussed with colleagues other than your representative.

I would also like to take the opportunity to remind you of the Employee Assistance Scheme (0800 030 5182) available to you. Further details are available at: <https://www.york.ac.uk/admin/hr/browse/health-and-well-being/employee-assistance>

Once the investigation has been completed we will inform you of the outcome.

Yours sincerely

**[Name Investigatory Manager]**

**[Job Title]**

# Cc: HR; File