**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to Investigation Meeting - Witness**

I am writing to inform you that I have been appointed as Investigating Officer into the allegation(s) concerning [detail]. I understand that you may have witnessed the actions/incident relating to this/useful information concerning these allegation(s)\*. The purpose of the interview, in the first instance, is to establish the facts of the case from which disciplinary proceedings may follow.

As a possible witness to the actions/incidents you may be able to assist this investigation in determining if there is evidence to substantiate the allegations. Accordingly, you are requested to attend an investigatory interview at [time] on [date] in [venue]*.* The interview will be conducted in accordance with Section 5 of the [University’s Disciplinary Procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/disciplinary/procedure).

Please note that this meeting is entirely a fact-finding exercise and it is not your conduct that is under investigation. The University has not yet determined whether or not it is appropriate for formal disciplinary proceedings to be taken. This decision will be made only once a thorough investigation has been concluded.

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]\*.

Please could you bring with you any information or documentation that might be of assistance to the investigation.

Following this meeting, I will prepare a witness statement setting out all the information that you gave me. If this is appropriate, you will have the opportunity to ensure that it accurately reflects your version of events. Once you are happy with it, you will be asked to sign and date it.

I would be grateful if you could confirm your attendance at this meeting and if you need any special requirements for the day by [Date].

As this matter is currently under investigation, please keep it confidential and do not discuss it with your colleagues.

Thank you for your assistance, and I look forward to hearing from you.

Yours sincerely

**[Name Investigatory Manager]**

**[Job Title]**

# Cc: HR; File