**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to Investigation Meeting**

It is my duty to inform you have been named in a grievance raised by another employee, the nature of the allegation(s) is [detail of grievance].

[I enclose a copy of the letter that the employee has sent to us outlining the grievance.]\*if appropriate

I would like to assure you that no decision has been made on the validity of the grievance, and that the matter will be fully and impartially investigated before any decision is made as to what, if any, action needs to be taken. Consequently you are requested to attend an investigatory interview at [time] on [date] in [venue]*.* The interview will be conducted in accordance with paragraph 5.2 of the [University’s Grievance Procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/grievance/procedure). You will understand that the organisation is under a duty to take all complaints seriously and to investigate them fully and fairly and you will be given a full opportunity to provide your version of events at the meeting.

I will chair the meeting [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, and if you need any special requirements for the day, by [date].

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

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

Finally, I realise that this may be an unsettling time for you and would like to take this opportunity to remind you of the Employee Assistance Programme which is available to provide 24-hour support on 0800 030 5182.

Yours sincerely

**[Name Manager]**

**[Job Title]**

# Cc: HR; File