School Headed Paper

DATE

Dear NAME

**INVESTIGATION**

I am writing to inform you that I have been asked by NAME to investigate concerns regarding your conduct as follows:

Insert details/date of incident

I would like to arrange to meet with you on DATE at TIMEto discuss these allegations. Notes will be kept of the meeting and you will have the opportunity to check and sign these.

Please bring with you any other information that might be of assistance to the investigation.

At the meeting you may be accompanied/represented by a Trade Union or a work colleague not involved in this process, which you should arrange yourself.

You should not discuss any issues regarding this investigation with colleagues (other than your representative) or act in any way prejudicial to the matters being investigated.

If you have any specific needs at the meeting as a result of a disability of if you have any other questionsplease contact me.

Yours sincerely

NAME

**Investigating Officer**