**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

**Investigation**

This letter [confirms my advice to you / informs you] that we will be investigating an employment matter that concerns you. The matter being investigated is [high level details of issue / complaint made]. We can change or add to these [concerns / issues] as appropriate in the light of our investigation. We take all [complaints / concerns] seriously and will investigate fully and fairly.

I enclose a copy of the [complaint, and the request that it be treated as a formal complaint / emails relating to the concerns etc].

You should know that:

* the investigation is not disciplinary action
* no decision has been made yet
* your response about what did or didn’t happen will be considered as part of the investigation
* the matter will be fully investigated before a decision is made about what happened or didn’t happen
* only after the above decision is made will it be decided if any further action (including disciplinary action) needs to be taken.

[name and role] will be doing the investigation.

You must co-operate with our investigations and attend interviews or other meetings related to the matters under investigation, if [name] asks you to. You must be available to answer any queries from [name]. [investigator name] will set up a time to meet with you and to give you a full opportunity to provide your [response / account of events].

All investigation interviews and the process will follow our policies and procedures and your employment agreement. If you know of any emails, documents, information or people who may have seen or heard anything relevant to the matters under investigation, please let [investigator name] know as soon as possible.

You are encouraged to bring a union or legal representative or other support person (such as a family member or a friend) with you to any interview or meeting.

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

During the investigation you will continue working as usual.

I realise that this may be an unsettling time for you and would like to remind you that confidential counselling and support is available to you. [name of provider] is our provider and can be contacted on [phone number].

If you have any queries about this matter, please contact me directly.

Yours sincerely

[Manager name]

[Manager job title]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS