

Example letter 6 – Notification of complaint and invitation

Personal

Date

[Name and location of employee]

Dear

Notification of a complaint made and investigation meeting

I am writing to invite you to a meeting to discuss a complaint made against you by *[insert name of complainant]* under the dispute resolution policy.

Details of the complaint are as follows *[Investigator to insert brief details of the dispute]*

I would like to meet you on *[date, time and location]*. *[Note: always give at least five working days notice]*. Also attending will be *[insert if notetaker to be present, giving name if known]*. He/she will record our discussion.

At the meeting, you have the right to be accompanied by a trade union representative or work colleague. You will need to let me know who they are prior to the meeting.

[In sensitive cases of bullying, harassment or discrimination an employee can request that a non-work friend or family member accompany them to the meeting. In this scenario you can include:

Given the nature of the complaint if you wish to be accompanied at the meeting by a close friend or family member who is not a colleague or trade union representative please let me know.

If you or your companion cannot reasonably attend the meeting, you should propose a new date to allow the meeting to take place within five working days of the original meeting date. If you do not do this, or you do not attend the re-arranged meeting, consideration of the *[dispute]* will go ahead in your absence based on the available information.

Please let me know as soon as possible, or at least three working days prior to the meeting, if you require any special arrangements or if you need any particular accommodation requirements to enable you to attend the meeting.

You are required to respect the confidentiality of the investigation and must not discuss the investigation with anyone other than your companion. Any breach of confidentiality could lead to disciplinary action.

If you require any support, there are a range of services available to you, including the Employee Assistance Programme. The EAP can be contacted 24/7 on [REDACTED] You can find more information on the Cabinet Office

[intranet.](#)

Yours sincerely

Investigator