

Example letter 5 - Invitation to complainant

Personal

Date

[Name and location of employee]

Dear

Dispute investigation meeting

I have been assigned to investigate your complaint made against *[insert name of subject of the complaint]* about *[insert what the complaint is]*.

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 note taker to be present, giving name if known]*. He/she will record our discussion.

You will be allowed 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 your 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. Please note that legal representation will not be permitted.

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.

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 unless it is necessary to do so in connection with the investigation (for example, you can tell your line manager you have to attend an investigation meeting). 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]

[REDACTED] You can find more information on the Cabinet Office [intranet](#).

Yours sincerely

Investigator