

Notice of Investigation Meeting for Alleged Misconduct

Date:

To:

Position/Department:

Subject:

Notification of Investigation Meeting – Alleged Misconduct

Dear _____,

We wish to inform you that you are required to attend an investigation meeting in relation to allegations of misconduct. The details of the meeting are as follows:

Date: _____

Time: _____

Venue: _____

The purpose of this meeting is to discuss the alleged misconduct:

Please note, you have the right to be accompanied by a colleague or a union representative.

Should you have any questions or require clarification, please contact _____.

Signed:

Name:

Position:

Date:
