

# 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:**

---