APPENDIX - Notification of Investigatory Interview

[Name of Interviewee]

[Address]

[Date]

Dear [Employee/Person’s name],

I am writing to inform you that the city has decided it is necessary to investigate the following allegation of misconduct:

[Summary of issues being investigated in bullet points]

The aim of the investigation is to establish the facts of the matter by gathering as much relevant facts and information as possible. It is currently expected that the investigation will be completed by [day, month] or as soon as reasonably possible.

You are required to attend an investigation meeting on [date of the meeting] at [time of the meeting] at [location of the meeting].

In attendance at the meeting will be [name of investigator] and [name of note-taker, if applicable], who will be present to take notes. Please bring with you any information that you think might be useful to the investigation.

Once the investigation has been completed, you will be informed in writing of its outcome. If conduct inconsistent with our City policy is confirmed, appropriate corrective action will be taken promptly.

In the meantime, should you have any information that might be of assistance to the investigation or wish to discuss anything, please do not hesitate to contact [name of investigator/manager/HR department]. Their contact details are [telephone number, email address].

To ensure that the investigation can be conducted as fairly as possible we request that you keep the matter confidential. Any breach of confidentiality may be considered to be a disciplinary matter.

Sincerely,

(**Note:** To ensure confidentiality of the complaint, consider hand-deliver or sending this in a sealed envelope, preferably to the complainant’s home address, marked “Personal and Confidential — to be opened by addressee only.”)