APPENDIX 17B – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for individual in areas highlighted in grey.)*

INVITE TO INVESTIGATORY MEETING

COMPLAINT/GRIEVANCE AGAINST ANOTHER MEMBER OF STAFF – EMPLOYEE RAISING A GRIEVANCE

*Date*

*Name and Address*

*Dear XXXXXXXX*

## RE: MEETING

I write to confirm that I have been informed of a complaint made by yourself in relation to (Insert Name of Employee)

I would now like to meet with you to discuss the matter in further detail and have made arrangements to meet you in Venue on Date at Time. XXXXXX (from Human Resources)\* will accompany me to take a contemporaneous note of the interview. You may be accompanied by a Trade Union representative or a workplace friend / colleague.

I would like to emphasise that this matter and matters discussed in the course of the meeting are confidential. They should not be discussed with anyone other than your chosen Trade Union representative or accompanying workplace friend / colleague if you chose to have one accompany you.

If you have any queries regarding this letter, please do not hesitate to contact me on XXXXXXXXX.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Delete if appropriate. Note: The wording above should be amended as required.