**[Letter Informing an Employee of a Disciplinary Investigation]**

[*ADDRESSEE*]

[*DATE*]

**Re: Disciplinary Investigation**

Dear [*Employee's Name*],

I am writing to inform you that the Company has decided to commence an investigation into the allegation(s) that have been made relating to your conduct in the workplace. *[The alleged misconduct is [ ].]*

Please note that this amounts to a fact-finding exercise. Until the investigation has concluded, no decision will be made as to whether or not it will be necessary to instigate the Company’s formal disciplinary procedure. The investigation will be conducted impartially and fairly.

The investigation will be managed by *[name]*. I anticipate that the investigation should take approximately *[X]* weeks. During this time, we will be interviewing all relevant witnesses, collating and reviewing documentation, and considering the next steps. We may also invite you to attend an investigatory meeting where you can explain your version of events. Although this investigatory meeting will not in itself result in disciplinary action, it may lead on to disciplinary proceedings against you.

Once we have completed the investigation, we will inform you in writing of its outcome.

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 me. Please note that you will be expected to attend work as normal while the investigation takes place.

Yours sincerely

*[Insert name]*

*[Insert job title]*