Date

Name
Address
Suburb
City and Postcode

Dear *Name*

**INVESTIGATION INTO ALLEGATIONS OF MISCONDUCT – INVITATION TO DISCIPLINARY MEETING**

I am investigating allegations relating to your conduct. In particular, I am investigating allegations that you appear to have engaged misconduct by:

* *Allegation*
* *Allegation*
* *Allegation*
* *Allegation*

Please find enclosed the information relevant to the allegations of misconduct:

* *Complaint from*
* *Report from*
* *Complaint from*

Before I form a view on whether these allegations are verified, I would like to discuss these matters with you in a formal disciplinary meeting. During the meeting I will provide you with an opportunity to comment on these allegations and provide your version of events, further, I will provide you with any additional details regarding the allegations.

As a result, I would like you to attend a meeting with me at *time* on *date.* You may bring a support person with you to this meeting, which will take place at *location*.

Following the meeting, I will consider your response and conclude my investigation. I will then determine whether I believe any misconduct has transpired. If I believe that misconduct has occurred and the allegations have been verified, I may consider appropriate disciplinary action.

Until my investigation is complete, please treat all information regarding the investigation as confidential. This includes not discussing the allegations with any other staff members. You may talk to your support person regarding the allegations, but you must also notify your support person that that they are required to keep all information regarding the information confidential.

If you have any questions, or would like to propose a different time, please don’t hesitate to contact me.

Regards

*Name
Title
Organisation*