**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

I am writing to request your attendance at a Grievance Investigation meeting. The purpose of this meeting is to discuss the fact around an issue that you have brought to the attention of the management.

As you were made aware on DATE, a written complaint has been received in relation to an allegation that you (INCLUDE DETAILS OF ALLEGATION HERE).

The meeting has been scheduled for:

Location

Date

Time

The purpose of this meeting is to allow you the opportunity to respond to this allegation and to determine whether it is holds any merit and if further action is required to resolve the situation.

You have the right, should you wish, to be accompanied by **<<<<Please refer to internal Grievance policy to determine who can accompany the employee>>>>>>**

Please be advised that if the allegation is upheld, the matter made be referred for disciplinary review, in line with the company’s Disciplinary Policy.

Please find enclosed a copy of the complaint received by the company as well as the company Grievance policy. Should you have any question in relation to this or any other matter, please do not hesitate to contact me on NUMBER/EMAIL

Yours sincerely

***Name***

***Job Title***