**MODEL LETTER – CALLING WITNESS TO A MEETING**

**PERSONAL**

Dear

MEETING: MANAGING BULLYING AND HARASSMENT

I write with regard to a complaint made by **<name of complainant>** against **<name of accused employee>** under the formal stage of the above procedure. The nature of the complaint(s) is/are as follows:-

**Enter summary of the complaint(s)**

**My role**

I have been assigned as the investigating officer to look into the complaint(s). My role as investigating officer is to establish the facts. It is therefore important that I gather all the relevant information before deciding whether there is any substance to the complaint(s) made. My investigation will involve meeting with the complainant, the accused employee, any witnesses as well as examining relevant documents. I will then compile a report on my investigation detailing findings, conclusions and decision.

You have been identified as a possible witness to the above. I should be pleased if you would meet with me on **<date, time and location>** as part of my investigation. You may, if you wish, be accompanied at the meeting by a work colleague or trade union representative. You are not, however, permitted to be accompanied by your partner, spouse or legal representative.

Please telephone me as soon as possible to confirm that the above date and time are suitable. Also, whether you will be accompanied and, if so, by whom.

I attach a copy of the Managing Bullying and Harassment policy/procedure for your information and would emphasise that strict confidentiality is required to be maintained in this matter.

I trust this explains to you the purpose of the meeting.

Yours sincerely

**<name>**

Investigating Officer