**MODEL LETTER TO INVITE COMPLAINANT TO MEETING**

**PERSONAL**

Dear

COMPLAINT: MANAGING BULLYING AND HARASSMENT

I write with regard to the complaint(s) you have raised against **<name>** under

the formal stage of the above procedure. I note that the nature of your

complaint(s) is/are as follows:-

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

**My Role**

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) you have made. My investigation will involve meeting with you, the accused employee and may also involve interviewing or taking statements from relevant witnesses and examining relevant documents.

I should be pleased if you would meet with me on **<date, time and location>** so that I can hear your complaint(s). I will be accompanied by **<name and post title>**. You may, if you wish, be accompanied at the meeting by a workcolleague or trade union representative. You are not, however, permitted tobe accompanied by your partner, spouse or legal representative. Pleaseconfirm that you are able to attend the meeting by contacting me on the abovetelephone number as soon as possible and let me know if you are to beaccompanied and if so by whom.

**Conclusion of investigatory process**

After I complete my investigation, I will consider all of the relevant issues that have emerged; conclude whether there is any substance to the complaint(s) and then decide what action is required. I will compile a report on my investigation detailing findings, conclusions and decision and will arrange to meet with you to inform you of the outcome of the investigation and whether evidence has been found of a case to answer. You will be provided with an executive summary of my report confirming my findings, conclusions and decision in writing.

I attach a copy of the Managing Bullying and Harassment policy/procedure for your information.

I trust this explains to you how this matter will proceed.

Yours sincerely

Investigating Officer