

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Investigatory Meeting

Dear [Employee Name],

You are required to attend an investigatory meeting on [Date] at [Time]. The meeting will be held at [Location/Online Platform Link].

The purpose of this meeting is to investigate allegations of [Briefly describe the issue, e.g., unauthorized absence, breach of safety protocols, or professional misconduct]. This meeting is an initial fact-finding session to determine whether further disciplinary action is necessary.

Please note that this is an investigatory meeting and not a formal disciplinary hearing. However, depending on the outcome, the company may decide to proceed with a formal disciplinary process.

During the meeting, you will be given the opportunity to provide your account of the events. You are encouraged to bring any relevant information or documentation you wish to be considered.

[Optional: You have the right to be accompanied to this meeting by a colleague or a trade union representative.]

Please confirm your attendance by [Date/Time]. If you have any questions regarding this process, please contact [Name/Department].

Yours sincerely,

[Signature]

[Manager Name]
[Job Title]