

HR - Notice Of Investigative Interview

Click or tap to enter a date.

Dear Click or tap here to enter text.

RE: Notice Of Investigative Interview

In follow up to our discussion on Click or tap to enter a date. I am writing to advise you we need you to attend an investigative interview with Click or tap here to enter text. on Click or tap to enter a date., at Click or tap here to enter text.at Click or tap here to enter text.,in accordance with Headway Gippsland Inc. Code Of Conduct and Performance Management policies. A copy of these policies are attached for your reference.

This meeting is being convened to consider the allegation that you:

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

You will be provided with an opportunity to respond to this allegation in full at the meeting and to put forward any matters you feel should be taken into account.

Please confirm either in writing or by phone that you are able to attend the aforementioned meeting and whether you wish to be accompanied by a support person, so that the necessary arrangements can be made.

If you have any queries or concerns with the content of this letter, please do not hesitate to contact me.

Regards

Click or tap here to enter text.
Click or tap here to enter text.