# **Letter informing an employee they are subject of a bullying allegation**

# ***Add/delete information in brackets as appropriate***

[add date]

Dear [name]

I am writing to inform you that an accusation of bullying has been made against you by a work colleague. The organisation has decided it is necessary to conduct an investigation into this allegation. A copy of the written allegation(s) made against you is enclosed.

[Summarise details of each issue being investigated in bullet points]

The person in charge of the investigation will be [name of investigator].

The aim of the investigation is to establish the facts of the matter by gathering as much relevant facts and information as possible. It is currently expected that the investigation will be completed by [day, month].

Once the investigation has been completed, you will be informed in writing of its outcome. If it is found that there is a case to answer, you will be invited to attend a formal disciplinary hearing.

The investigator may invite you to attend an investigation meeting where you can explain your version of events. If this is required, you will be informed of the time and date of the meeting in advance.

In the meantime, should you have any information that might be of assistance to the investigation or wish to discuss anything, please do not hesitate to contact [name of investigator/line manager/HR department].Their contact details are [telephone number, email address].

To ensure that the investigation can be conducted as fairly as possible we request that you keep the matter confidential. Any breach of confidentiality may be considered to be a disciplinary matter.

Please note that you should continue to attend work while the investigation takes place [amend if suspension of the employee was necessary].

Yours sincerely

[add name]

[add title]