

11 July 2024

Confidential

[employee name]
[address],

Hand Delivered

Dear [name]

Acknowledgement of your workplace complaint

Direction to participate in an interview re confidential workplace investigation

I refer to your letter dated [date of complaint], with a formal grievance in relation to [subject employee]. Thank you for bringing these matters to my attention.

In accordance with [company] [cite policy that applies], a decision has been made to conduct a confidential workplace investigation into disclosures of [allegation type].

[company name] has appointed [investigator name] of [investigator company] to conduct an independent and confidential workplace investigation.

You have been identified as a person with information relevant to the investigation. You are directed to attend an interview with [investigator name] (at a time and place to be arranged upon notice from [investigator name]) and to provide information to him/her/them. During the interview, you should answer [investigator name]'s questions truthfully and correctly to the best of your knowledge and belief.

You must keep confidential and not disclose to any other employee of [company name] or any other person:

- a) this letter;
- b) the investigation;
- c) the information you have that is relevant to the investigation; and
- d) the information you provide to [investigator name].

We understand this may be a difficult process and encourage you to take advantage of [EAP benefits] during this time.

If you have any questions or concerns during this time, please contact [contact person] at [contact number].

Yours faithfully,

[Name]

[Position Title]

[Company]