**PRIVATE AND CONFIDENTIAL**

| Date  Employee Name  Employee Address |  |
| --- | --- |

Dear Employee name

**ALLEGATIONS OF MISCONDUCT**

I write to advise you that we are undertaking an investigation into allegations of misconduct against you. The alleged incidents involves a bullying complaint by one of your colleagues.

The information we received thus far suggests that you may have acted contrary to [list the policy/procedure, employment contract, Award or legislation referred to].

Our investigation is ongoing. I write to you to provide you the details of the allegations, and to give you an opportunity to respond to each of the allegations made against you.

**Allegations**

**Alleged [write here the allegation type]**

It is alleged:

[describe what happened as per your records/investigation so far]

**Alleged [write here the allegation type]**

It is alleged:

[describe what happened as per your records/investigation so far]

The above conduct, if substantiated, constitutes serious and wilful misconduct or misconduct and is in clear breach of your obligations and duties. If substantiated, your conduct falls significantly short of the expectations we have of our employees.

You are required to attend a meeting on insert **date** at insert time at the insert location to provide your statement and response. You may bring a support person with you to this meeting, should you choose to do so.

Please be advised that we have not made any determination regarding your conduct at this point in time, and will only do so after considering your response. If you choose not to attend the above meeting, we will make a determination based on all the information available to us.

If we determine that, on the balance of probabilities, you have engaged in the alleged serious and willful misconduct or misconduct, you will be subject to disciplinary action. This action may include the termination of your employment.

This investigation is strictly confidential. You are instructed not to communicate the fact of the investigation or its content, in any way, with any other employee, third party, with the exception of your support person or legal representative. This includes conversing about the matter via social media. If you fail to adhere to this direction, you may be subject to disciplinary action, which may include termination of your employment.

Should you have any queries arising from this correspondence, please contact me directly.

Yours sincerely

Manager name

Position