Send Certified and Regular Mail

 Certification # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

ACCUSED NAME

ADDRESS

Dear NAME:

This letter is to inform you of the current investigation requiring your participation. We are taking this matter seriously and want to assure you that we will be fully evaluating and obtaining complete details regarding the specifics of this investigation.

Please be aware that it is important to COMPANY that you participate in the investigation process of this complaint. We will also be working with an HR Consultant, Ms. Beth De Lima, SPHR-CA, at HRM Consulting during the process.

We have provided the names of the following people who may conduct the investigation. Please contact us to indicate your preferences. We will also be working with an HR Consultant, Ms. Beth De Lima, SPHR-CA, at HRM Consulting during the process.

1. NAME
2. NAME
3. NAME

In order to begin the investigations, we have scheduled a meeting with you, INVESTIGATOR NAME, TITLE, COMPANY, so that we can discuss the statements that were reported about you.

Date and Time – DATE & TIME

Location – ADDRESS

It is the intent of this meeting to work directly with you to assure that this investigation is quickly and fairly investigated as well as provide you an opportunity to provide any data regarding the reported complaint. Upon completion of the investigation analysis, you will be provided a summary of INVESTIGATOR’S NAME conclusions and recommendations as it relates to the complaint. Your participation will facilitate a thorough and complete analysis.

Upon receipt of this letter, please confirm the meeting time and date. You may contact NAME, the meeting coordinator, at PHONE NUMBER or by email at EMAIL ADDRESS [DELETE IF NOT APPLICABLE].

We are sending two copies of this letter and its attachments, the first as Certified Return Receipt Requested, and the second by regular U.S. mail.

Sincerely,

NAME

TITLE

cc: HR DEPARTMENT