Letter 3 - Stage 2 – to accompany notes of investigatory meeting

**Letter accompanying investigatory interview notes/statement, requesting signature**

Address

Date

**Private and Confidential**

Dear

**Resolving Issues at Work**

**Notes from Investigatory Interview at Stage 2/Formal Stage**

I am writing further to the investigatory interview/meeting held on (*date*).

I enclose, for your agreement, 2 copies of the notes of the interview. If you believe the notes to be an accurate record of the meeting, please sign accordingly and return one copy to me.

If, however, you/y*our union representative (if applicable)* notice any factual errors or misinterpretations and wish to make any amendments to the text, please make your alterations and place a line through the wording to be amended. You will still need to sign the notes as representing an accurate record following your amendments. The second copy is for your retention.

In addition, you and/or your union representative, *(if applicable)* may wish to add comments that have occurred to you after the interview. If so, please supply additional comments or information on a separate sheet of paper. Please make sure that you sign and date this supplementary information.

I enclose a stamped addressed envelope for your return of the notes by <insert date*>*. If I have not received a signed copy of the notes from you by this date I will assume that you wish to make no changes and will proceed on that basis.

If you have any queries or concerns, please do not hesitate to contact me on *(number).*

Yours sincerely

<name>

<job title>