



Charles Sturt Campus Services Limited

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678

NOTICE OF INVESTIGATIVE INTERVIEW

TO: *Employee*
FROM: *Site Co-ordinator*
SUBJECT: Notification of Investigative Interview

This is to advise you that I have scheduled an investigative meeting for ***(Date, Time, Location.)*** You are directed to attend this meeting. As this matter could potentially result in progressive discipline, you are entitled to bring a Union Representative or Support Person with you to the meeting.

The specific purpose of the meeting is to address the following:

(Type in the reason for the meeting.)

If you have any questions concerning this meeting, please contact me.

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Site Co-ordinator

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Date

cc: Workplace Improvement Officer
cc: General Manager