

(HAND DELIVERED OR CERTIFIED MAIL)

NOTICE OF INVESTIGATIVE INTERVIEW

Date:

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

I have scheduled another investigative meeting for **(Time, Location)**. **(List all that will attend)** will be in attendance. You are hereby directed to attend this meeting. Because the investigation involves matters that could result in discipline, potentially including termination of employment, you may arrange to have a Union Representative or Support Person in attendance.

The purpose of the meeting is to continue our investigation into (Type in the reason for the meeting. If you have any records/information concerning this situation, please bring them to the meeting, along with any records/logs etc. That you may have in your possession.

.....
Site Co-ordinator

.....
Date

cc: Workplace Improvement Officer
cc: General Manager
cc: CSU Human Resources