# TEMPLATE LETTER 4

**FURTHER ALLEGATIONS NOTIFICATION**

1. Prior to investigatory interview
2. Arising from an investigatory interview

**PRIVATE & CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**FURTHER ALLEGATIONS NOTIFICATION**

Further to the previous correspondence you have received, advising you of an investigation into certain allegations against you, you are advised that further allegations have come to light.

The details of the further allegations are as follows. It is alleged **(INSERT DETAIL OF FURTHER ALLEGATIONS).** These further allegations are now formally added to those detailed in the previous correspondence you have received.

As previously advised, in the course of the investigation you will be interviewed and will be invited to offer an explanation on the allegations. If you have already been interviewed it may be that you will need to be interviewed again as a consequence of the further allegations.

As also previously advised, you are encouraged to be accompanied at any investigatory interview; either by a recognised trade union officer/representative or a Council work colleague. You are reminded that the person accompanying you can not answer questions on your behalf. You are also reminded of the expectation that you will co-operate fully and honestly with the investigation and that any information, which is gained during the investigation process, may be presented at a Disciplinary Hearing, in the event it is decided to proceed to a Disciplinary Hearing.

The above is in accordance with the Council’s Disciplinary Policy and Procedure, a copy of which was provided to you in earlier correspondence.

If you require any advice or clarification on the operation of the procedure please contact me and I will look to assist you.

You should note that your manager and the Investigator will be provided with a copy of this letter.

Yours sincerely

Name

HR Adviser

**PRIVATE & CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**FURTHER ALLEGATIONS NOTIFICATION**

I refer to the investigatory interview, which took place on **(INSERT DATE).** During the course of the interview you referred to a matter which gave rise to further allegations of misconduct, as follows. It is alleged **(INSERT DETAIL OF FURTHER ALLEGATIONS).**

The Investigator **(INSERT NAME)** interrupted the interview at the point the matter was raised and informed you that the information given could be considered further allegations of misconduct. You were then offered the opportunity to adjourn and reconvene at a later time in order to give you the opportunity to respond to the new allegations.

The Investigator gave you the opportunity to seek advice and for an adjournment. You confirmed your wish to continue with the interview with the inclusion of the further allegations.

The Investigator confirmed that the above allegation may be added to those previously notified to you. I can now formally confirm that the further allegations of misconduct, as detailed above, are to be considered alongside the original allegations, as part of the current investigations.

The above is in accordance with the Council’s Disciplinary Policy and Procedure, a copy of which was provided to you in earlier correspondence.

If you require any advice or clarification on the operation of the procedure please contact me and I will look to assist you.

You should note that your manager and the Investigator will be provided with a copy of this letter.

Yours sincerely

Name

HR Adviser

Updated January 2018