Date: (DATE)

To: Employee’s Name, Job Title

From: Supervisor’s Name, Job Title of School Name

Subject: Notification of Investigation

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A meeting will be held in (Location) on (DATE), at (TIME p.m.) that you are directed to attend. During the meeting we will be discussing concerns regarding your conduct, allegations, previous warnings, directives given, and potentially your employment status. During this meeting you have the right to respond to these allegations.

Your signature indicates that you have received a copy of this memo.

Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_