

CITY OF MADISON

Sample Notice to Employee of Investigative Meeting

This template is for giving notice of an investigative meeting related to [potential employee misconduct](#).

Sample Memo

Date: February 8, 2022

To: J. Employee

From: J. Supervisor

Subject: Investigative Meeting

This letter is to inform you that we will be holding an investigative meeting at 10:00 am on February 21, 2022 in Office 124. This meeting is intended to obtain information about an interaction you had with J. Doe on February 3, 2022.

Related to the investigative meeting at 10 am, you are entitled to association representation at that meeting. If you wish for an association representative to be present, it is up to you to make the necessary arrangements to have one attend.

We know that this can be a difficult situation, and want to be sure you have access to resources that may be of assistance anytime we are going through a situation like this. As such, an Employee Assistance Program is available to all city employees, and can be accessed by calling (608) 266-6561 or visiting [CityofMadison.com/Employee-Assistance-Program](https://www.cityofmadison.com/Employee-Assistance-Program).

If you have any questions regarding this letter, please feel free to contact me.

Cc: J. Director, Department Head
J. Specialist, Labor Relations Specialist
J. Manager, Employee/ Labor Relations Manager
File