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| --- | --- | --- |
|  | NHS Fife |  |
|  | Hayfield House  |
|  | Hayfield Road |
|  | Kirkcaldy |
|  | Fife KY2 5AH |
|  | Telephone: 01592 643355 |
|  | www.nhsfife.org |
|  | Date |  |
|  | Your Ref |  |
|  | Our Ref |  |
|  |  |  |
|  | Enquiries to |  |
|  | Extension |  |
|  | Direct Line |  |
|  | Email |  |

Dear

##### **INVESTIGATORY HEARING OUTCOME**

I refer to the hearing you attended with **[HR Adviser/Officer]** and myself on **[date]**, at which you were accompanied by **[name of colleague / rep]**.

I am now writing to confirm that I have decided that this matter **[..........]** requires to be considered at a Conduct hearing, held in accordance with the NHS Scotland Workforce Conduct Policy.

Arrangements for the Conduct hearing are in hand, and you will be notified of the date in due course. [**In the meantime, you will remain suspended from duty].** You will be provided with a copy of the report of the investigation in due course and at the latest, within 14 calendar days of the hearing date.

If you have any queries about the content of this letter or these arrangements, please do not hesitate to contact me. In addition, the support of our Staff Self Referral and Advice Service is available to you, if required, during this process. If you wish to make an appointment, the telephone number is 01592 729870 or extension 29870.

Yours sincerely

AUTHORISED MANAGER

cc HR

 Staff Side

