

# SAMPLE LETTERS: INTERVIEW INVITATIONS

## SAMPLE LETTER INVITING PARTICIPANT TO INTERVIEW

Date

Via email: insert email address

Name of recipient

Title, Organization

Address

Dear First Name Last Name,

As the Designated Officer for (name of organization), I am investigating a report of wrongdoing under the *Public Interest Disclosure Act* (PIDA). PIDA is whistleblower legislation for current and former employees. It provides a process for reporting serious wrongdoing learned of in the workplace and mechanisms to investigate and address wrongdoing when found.

In the course of my inquiries, you have been identified as someone who may be able to provide useful information regarding (insert brief statement about the general subject of your questions, ie. the spending on the new computer system or the use of company's vehicles).

I write to request your attendance at an interview. **Please contact me on my direct line (insert number) to discuss your availability and confirm a date and time for us to speak.** During this call I can also answer any questions you may have about PIDA or the investigative process.

All PIDA investigations are conducted privately. PIDA has its own confidentiality provisions. In light of these provisions, please **do not discuss this email or my investigation with colleagues or those in your reporting hierarchy, or invite others to be present during our initial conversation.**

I appreciate your time responding to this email.

Respectfully,

Name

Designated Officer

## SAMPLE LETTER INVITING RESPONDENT TO INTERVIEW

Date

Via email: insert email address

Name of recipient

Title, Organization

Address

Dear First Name Last Name,

As the Designated Officer for *(insert organization)*, I am investigating a report of wrongdoing under the *Public Interest Disclosure Act (PIDA)*. It is alleged that *(insert brief statement about allegation under PIDA. For example, It is alleged that you have seriously misused a government vehicle, or, it is alleged that you have mismanaged the review of loan applications)*.

At this point, I have not formed any conclusions about the matter and I am interested in hearing from you. Therefore, I request your attendance at an interview because the allegations raise questions about your conduct in the organization. The interview will be an opportunity for you to respond to the allegations and provide me with additional information.

**Please contact me by (date) to discuss your availability and confirm a date and time for an interview.**

Once we have scheduled the interview, I will provide you with further information in writing regarding the report of wrongdoing received by our office so that you are prepared to speak to your role within the organization as well as the specific matters alleged to have occurred that, if proven, could constitute wrongdoing under PIDA.

For your reference, I have included information about my role and investigation process (below). I've also attached an information package that includes some commonly asked questions about our work under PIDA. If you require clarification, assistance or have any questions, we can discuss those during our call or you can contact me at (insert email and/or phone number).

All PIDA investigations are conducted privately. PIDA has strong confidentiality provisions. In light of these provisions, please **do not discuss this email or my investigation with colleagues or upline reports or invite others to be present during our initial conversation. If you would like a support person to attend the interview with you, we can discuss your request when you contact me.**

I appreciate your time responding to this email.

Respectfully,

Name

Designated Officer