**DRAFT OF APPOINTMENT**

**OF ENQUIRY OFFICER**

 To

…………………………………….

…………………………………….

…………………………………….

SUBJECT: **Appointment as Enquiry officer**

Dear Sir,

This is to inform you that a charge sheet dated………………. Was served on Shri…………..(give name and address), the reply to which is submitted on…………..Since the explanations submitted were not satisfactory by the management, we wanted to hold an enquiry into the charges mentioned in the aforesaid charge sheet.

We have the pleasure to appoint you as the enquiry officer to conduct this enquiry into the alleged charges against .You are requested to hold the enquiry during the duty hours on any day as convenient to you preferably in three months and send us your findings to us

 Kindly inform Sh ……… regarding date, time and place of enquiry and forward us a copy of the same. Enquiry should be held according to principles of natural justice and our standing orders.

 Copies of the charge sheet and explanations of the employee are enclosed

Kindly also send your consent to be enquiry officer for this enquiry.

Thanking you,

Yours Sincerely,

For…………………………….

 (AUTHORISED SIGNATORY)