

[State method of delivery]
PRIVATE & CONFIDENTIAL
[Employee Name]
[Employee Address]

[Date Letter Sent]

Dear [Employee Name]

Invitation to Disciplinary Hearing

Following an investigation [and your suspension from work], you are required to attend a disciplinary hearing.

The purpose of the hearing is to consider the following allegation[s]:

Drafting note: the allegations must be clear and comprehensive. They should be framed in such a way that the employee understands exactly what they are accused of. For example:

On [date] you said [what] to [who]

1. [allegation 1]
2. [allegation 2]

The hearing will be conducted on [date] at [time] at [location].

The Company considers that the above allegations may potentially amount to [gross/misconduct on your part]. If these allegations are upheld one of the outcomes of this hearing may be your [written warning / final written warning / dismissal].

The investigation documents I will be referring to at the meeting are enclosed, they are:

- [List all documents]

You are entitled to be accompanied at the hearing by a work colleague or an accredited trade union representative. It is your responsibility to make the arrangements for your companion's attendance unless you have been suspended from work when I will arrange the attendance for you.

If you are unable to attend the disciplinary hearing please inform me by [date] explaining your reasons.

This document is a free template and should only be issued when you have followed a correct procedure and taken advice on the matter, specifically in relation to whether the conduct amounts to gross misconduct and/or warrants dismissal.

Please telephone us on 01270 781006 to discuss and ensure the letter is issued correctly.

If you fail to attend without good reason or prior notification, the hearing may take place in your absences and a decision made on the evidence in my possession. As this meeting may result in your dismissal I would urge you to attend.

Yours sincerely

[name]

[position]

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