

## Private and Confidential

[Addressee]  
[Address line 1]  
[Address line 2]  
[Town]  
[County]  
[POSTCODE]

[Date]

Dear [Enter name]

### Disciplinary Hearing Invitation

*[Please choose one of the following two paragraphs]*

[Following your recent suspension from work on full pay, I am writing to inform you that you are now required to attend a formal disciplinary hearing to be held on [Enter date] at [Enter time] at [Enter location]. **[OR]**

I am writing to advise you that you are required to attend a formal disciplinary hearing to be held on [Enter date] at [Enter time] at [Enter location].

*[Include the following paragraph if appropriate NOTE If the reason for absence is stress related, suspend the disciplinary procedure and follow the capability procedure]*

Whilst I have received a medical certificate on [Enter date] indicating that you were going to be absent from work for [Enter duration]. In our view this condition does not prevent you from attending this disciplinary hearing. *[Add this initial sentence if adjustments have been made to the location]* In order to assist you in this, I have made arrangements for \*the meeting to be held in a location more convenient to you/ you to be transported by taxi. *[\*delete as necessary]*

The hearing will be conducted by [Enter name/me] *[include the following clause if there is to be a notetaker or other person attending]* and [Enter name] will also be in attendance [to take notes]. The purpose of the hearing is to consider an allegation of [List the reasons for disciplinary meeting in sufficient detail to allow the employee to understand the case against him or her].

I enclose the following document[s] on which the allegation[s] is [are] based:

[list here all evidence enclosed with the letter, eg minutes of investigation with (employee name), witness statement of (employee name) other records.]

You will be given every opportunity to explain and account for your actions at the meeting but this evidence is provided in advance to help you to prepare your case.

*Select the appropriate possible outcome from the list below*

*[Option 1 Include the following paragraph where the disciplinary hearing is not for a gross misconduct offence or where the employee does not have a current final written warning on file- ie a first warning]*

You should be aware that a possible outcome of the disciplinary hearing could be a formal disciplinary *[\*delete as necessary]\** warning/final warning as outlined in the Company's disciplinary procedure.

*OR [Option 2 Include the following paragraph if appropriate]*

You should be aware that if the allegation(s) is [are] believed to be proven, and taking into account the final written warning you received on [Enter date], your employment may be terminated.

*OR [Include the following paragraph if appropriate]*

You are advised that if the allegation(s) is [are] found to be proven, it will be considered gross misconduct under the company disciplinary rules and your employment may be summarily terminated.

OR *[Include the following paragraph if appropriate (only use for employees with less than two years' service)]*

You are advised that if the allegation(s) is [are] believed to be proven, your employment may be terminated.

*The following paragraph should be included in all letters*

You are entitled to be accompanied at the meeting by a work colleague or an accredited Trade Union official of your choice. Would you please inform me prior to the meeting who you intend to have accompanying you so that I can ensure their availability. If you chose to bring a trade union representative would you please let me have their name, *insert for non-unionised organisations* [union and position in it] no later than [Enter date and time]. If your chosen companion is not available please let me know as soon as possible.

If you wish to submit written evidence you should let me have this at least 24 hours in advance.

Please contact me if you require any assistance in making the arrangements.

*[Optional]*

I enclose a copy of the Company's disciplinary and dismissal procedure for your reference. OR

A copy of the Company's disciplinary and dismissal procedures can be found [Enter location]

You should note that a failure to attend the hearing is in itself a disciplinary offence and may result in further disciplinary action.

Yours sincerely

[Signatory name]

[Job title / Department]