[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Disciplinary Hearing**

This letter confirms that we would like you to attend a disciplinary hearing at [insert time]on [insert date] at [insert location]. The hearing will be chaired by [name] [and [names] will also be present].

The purpose of the hearing will be to discuss your alleged misconduct, as set out in the attached document. We have also enclosed evidence in the form of [witness statements from [names]]. We also enclose a copy of the disciplinary procedure [include any other relevant policy documents].

You have the right to be accompanied at the hearing by a fellow worker, a trade union official or a trade union representative (who has been certified by their union as being competent to accompany a worker) if you so wish. Your companion will, if you wish, be able to put your case; sum up your case; and respond on your behalf to any view expressed at the hearing. He/she will also be allowed to confer with you during the hearing. However, he/she will not be able to answer questions on your behalf.

Depending on the facts established at the hearing, the outcome could be [state potential action], but a decision on this will not be made until you have had a full opportunity to put forward everything that you wish to raise and the hearing has been concluded.

If you are unable to attend the hearing, you must inform us of this fact as soon as possible. If your chosen companion is not available, you may specify another date for the meeting up to five working days later.

Yours sincerely

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

**This document is for general information purposes only. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, or suitability with respect to the content of this document.**

**In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use of the documents.**