Date

Employee’s Name

Employee’s Address

Dear Name

You are requested to attend a disciplinary hearing on Dateat Timein the Room at Location with Disciplining Officer and Note Taker. The meeting is being called to discuss the following allegation/allegations:

* Details of Allegation/Allegations
* Issues of trust and confidence in you, in relation to the above, specifically our ability to trust you to…

Please find attached evidence gathered to support the above allegations.

At the meeting you will be given the opportunity to answer the above allegations and to put forward any mitigating circumstances which you feel should be taken into account. You will also be given the opportunity to call relevant witnesses to support your case.

You have the right to be accompanied at the meeting by a work colleague of your choice or trade union representative, and I would be grateful if you would confirm the identity of any person you wish to accompany you, or any witnesses you intend calling, in order that the necessary arrangements can be made.

You should be aware that this meeting may result in disciplinary action being taken against you, which could include a formal warning, dismissal or other sanction in line with our disciplinary policy. Failure to attend the meeting without providing reasonable justification for your non-attendance may result in the meeting being held in your absence and the outcome being agreed based on the information available.

Yours sincerely

**Name**

**Job Title**

Encl. Disciplinary Procedure