

Letter inviting employee to disciplinary hearing

[ON HEADED NOTE PAPER OF EMPLOYER]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [EMPLOYEE'S NAME],

Invitation to disciplinary hearing

I am writing to inform you that you are required to attend a disciplinary hearing at [LOCATION] on [DATE] at [TIME]. The purpose of the hearing is to consider an allegation of [misconduct **OR** gross misconduct] against you.

The allegation is that [DETAILS OF ALLEGATION. **This needs to be detailed enough that the employee is fully aware of the allegation(s) against them. A vague description is not enough.**].

The basis for this allegation is that [SUMMARY OF INFORMATION].

I enclose [copies of witness statements and other documents which may be used at the disciplinary hearing]. [We intend to call [NAMES OF WITNESSES] as witnesses to the hearing **OR** we do not intend to call any witnesses to the hearing]. If you wish to call any witnesses to the hearing, please let us have their names as soon as possible and no later than [DATE]. If there are any further documents you wish to be considered at the hearing, please provide copies as soon as possible.

The hearing will be held in accordance with the disciplinary procedure which is [attached **OR** set out in the staff handbook]. If you are found guilty of misconduct, we may impose a disciplinary sanction. [A possible disciplinary sanction is dismissal [without notice] – **add this where dismissal is a possible outcome**].

You are entitled to be accompanied to the hearing by a fellow employee or a trade union representative in accordance with our disciplinary procedure. If you do wish to be accompanied to the meeting, please let us know the name of the person who will accompany you as soon as possible.

[Your suspension on full pay will continue pending the outcome of the disciplinary hearing.]

Please confirm receipt of this letter and that you will be attending the hearing. If you have any specific needs at the hearing, due to a disability, or if you have any other questions, please contact me as soon as possible.

Yours sincerely

[NAME]

On behalf of [NAME OF EMPLOYER]