

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

[Following our informal discussion of your poor work performance OR misconduct [and the subsequent discussion], this letter confirms that we would like you to attend a disciplinary hearing at <<Insert Time and Place>.

The purpose of this meeting is to discuss your misconduct OR poor performance which we believe to be unsatisfactory when compared to our policies, rules and standards. The specific issue(s) of concern which are the subject of the meeting are: <<insert details of alleged misconduct OR poor performance>>.

I enclose the following documents: <<insert details of documents>>.

Should you wish to submit any documents in support of your case, please forward these prior to the meeting you may send a representative to the meeting.

Depending on the facts established at the meeting, the consequences arising from this meeting might be:

1. <<E.g Formal Warning>>
- 2.
- 3.

No decision will be made until you have had the opportunity to explain your version of events and the reasons for your actions.

You are entitled, if you wish, to be accompanied at the meeting by a colleague/trade union representative. At the meeting you will be given a full opportunity to put or surmise your case. Your companion will be entitled to address the interview to put or surmise your case with you but may not answer questions on your behalf. I should be grateful if you could let me know as soon as possible who your companion will be.

Please confirm as soon as possible if you can attend the meeting. The Company will reschedule the meeting if you propose an alternative time and date <<e.g. within 5 working days of the proposed date>>.

If you have any special or disability requirements, please let me know so that we can try to assist you in understanding or attending this meeting please contact [Name] who can help to accommodate your needs.

An additional copy of the Company Disciplinary Procedures is attached for your information.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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