

[Print on Employer's Letterhead]

[Company Name and Address]

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

<<Date>>

Dear <<Employee's Name>>,

Re: Rescheduling of Disciplinary Hearing

I refer to my letter of <<insert date>> and a disciplinary hearing at <<insert date, time and location>> which you asked to reschedule this hearing because <<state reason>> from the Company's agreement to this request.]

OR

[Unfortunately, for business reasons, I cannot reschedule this hearing. I apologise for this and assure you that it will not affect the outcome of the hearing.]

I am writing to confirm that the hearing has been rearranged to <<insert date, time and location>>. The allegations on which the Company intends to rely remain the same as in my letter of <<insert date>>.

You retain the right to be accompanied by a fellow worker or trade union official of your choice.

[Please note that, as the Company has agreed to reschedule this disciplinary hearing at your request, it is unlikely that we will proceed with the disciplinary hearing without good reason. If you do not attend the rescheduled hearing without good reason, a decision taken in your absence may be upheld.]

Depending on the facts established, the outcome could be <<state disciplinary sanction e.g. dismissal>>. This will not be made until you have had a full opportunity to make representations in writing. You will be advised of the outcome of the disciplinary hearing in writing.

<<Name and Title>>
For and on behalf of <<Company Name>>