

Dear

Re: Alleged Misconduct – Notification Of Disciplinary Hearing

I am writing to invite you to attend a formal disciplinary hearing on [redacted] at [redacted]. The meeting will be held in [redacted], and will be chaired by myself. In addition, I shall have [redacted] in attendance during the hearing so that notes may be taken, and [redacted] may act as a witness to the proceedings.

The Disciplinary hearing is being held to consider the following allegations:

You will be invited at the hearing to respond to and comment on the allegations. I would also like to advise you of the following:

- You have the right to be accompanied at the hearing. Please refer to Para 3.3 of the Policy on Employee Discipline
- You will have the right to submit any documentation you wish for consideration at the hearing.
- If action is taken as a result of the hearing, then this may be in the form of a first or final written warning, or dismissal. Although only to be taken as an indication at this stage, I must advise you that the result of this current process could well be [redacted].

I have attached a copy of the company's disciplinary policy which I advise you to read carefully. [Enclose any relevant documents/statements if appropriate].

Yours sincerely
Manager