**[Letter Inviting an Employee to a Disciplinary Hearing]**

[*ADDRESSEE*]

[*DATE*]

**Re: Invitation to Disciplinary Hearing**

Dear [*Employee's Name*],

I am writing to tell you that you are required to attend a disciplinary hearing on *[insert date]* at *[insert time]* in *[insert location]*, in accordance with the organisation’s disciplinary procedure, as detailed in the Company Handbook. The hearing will be chaired by *[name] [and [name] will also be present].*

The hearing is being held to consider the allegation that you *[insert details]*.

*Optional:* We have also enclosed evidence in the form of *[witness statements from [names]*. We also enclose a copy of the disciplinary procedure [include any other relevant policy documents].

You will be given an opportunity to answer this allegation in full at the hearing and to put forward any mitigating circumstances that you feel should be taken into account.

If you wish to call any relevant 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.

You are entitled to bring a fellow employee or a trade union representative to the meeting in accordance with our Disciplinary Procedure. Your companion will, if you wish, be able to put your case; sum up your case; and respond on your behalf to any view expressed at the hearing. He/she will also be allowed to confer with you during the hearing. However, he/she will not be able to answer questions on your behalf. If you wish to bring a companion, please let me know their name as soon as possible.

Depending on the facts established at the hearing, the outcome could be *[state potential action].*

Please confirm that you have received this letter and that you will attend at the time stated above. If, for any unavoidable reason, you cannot attend at that time please contact me as soon as possible.  If your chosen companion is not available, you may specify another date for the meeting up to five working days later. If you have any specific needs at the hearing, or if you have any other questions, please also contact me as soon as possible.

Yours sincerely,

*[Insert name]*

*[Insert job title]*