[Company name]

[Company address]

[Date]

Dear [Recipient Name],

I’m writing this letter to invite you to a disciplinary hearing at [time] on [date] at [place]. The hearing is going to be led by [name]. [names] is also going to be there too *[delete if appropriate].*

The purpose of this hearing is to discuss the alleged misconduct that I’ve set out below:

*[Summarise the employee's alleged misconduct. Make sure you keep this section neutral in tone – you don’t need to communicate your own opinion].*

I’ve also enclosed some evidence in the form of witness statements from [names], as well as a copy of [your company name]’s disciplinary procedure *[include any other relevant company policy documents]*.

If you like, you’re welcome to bring a colleague or friend to the disciplinary hearing. Your companion will be able to put your case; sum up your case; and respond on your behalf to any view expressed at the hearing. They will also be allowed to confer with you during the hearing. However, they will not be able to answer questions on your behalf.

Depending on the facts that we establish at the hearing, the outcome could be [state potential further action], but a decision on this will not be made until you have had a full opportunity to put forward everything that you wish to raise and the hearing has been concluded.

If you’re not able to attend the hearing on this date, you must inform us of this fact as soon as possible. If your chosen companion is not available, you may specify another date for the meeting for up to five working days later.

Yours sincerely

[Your name/Person carrying out disciplinary hearing]****