1. **Invitation to disciplinary hearing**

Date

Dear

I am writing to tell you that you are required to attend a disciplinary meeting on ………………….. at ……… am/pm which is to be held in ……

…………………………………

At this meeting the question of disciplinary action against you, in accordance with the company’s disciplinary policy (a copy of which is attached) will be considered with regard to:

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

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…………………………………………………………………………………………………………

I enclose the following investigation documents\* ……………………………

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

The possible outcome from this meeting may be: …………………………..

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

You are entitled, if you wish, to be represented by a trade union official or a work colleague, please advise me of the name of your chosen representative by ……………. (time) on ……………………. (date).

The meeting will be attended by ……………………………….. as the decision maker and …………………….. (myself?).

Yours sincerely

 \*Delete if not applicable