

NOTIFICATION OF DISCIPLINARY HEARING

Date(insert date)

Dear(insert name of employee)

The Company is considering taking disciplinary action against you. You are therefore required to attend a disciplinary hearing on(insert date - which should be at least three days after the date of the letter) at(insert time) at(insert location). This gives you reasonable time to prepare your case.

A full investigation of the facts surrounding the complaint(s) against you was made by
.....(insert name). Having now completed that investigation, the allegations against you are as follows:

- (List each of the allegations in full detail.)

(Where discipline is for potential gross misconduct:) [In the Company's view, these allegations constitute gross misconduct.]

For your information, copies of the following documents are enclosed:

- (List copies of all witness statements (which should be signed and dated) and any other supporting documentary evidence that the employer intends to produce and rely on at the disciplinary hearing.)

These documents form the basis for the Company's complaint(s) and the Company will therefore rely on these documents in support of the allegations made against you.

If you would like to submit a written statement for consideration in advance of the hearing, you may do so. This should be forwarded to(insert name). At the hearing, you will of course be given the full opportunity to explain your case and answer the allegations. You may ask questions, dispute the evidence, provide your own evidence and otherwise argue your case. You may also put forward any mitigating factors that you consider relevant to your case. Due consideration will be given to any factors or explanations which you raise when considering what, if any, disciplinary sanctions are to be imposed.

The disciplinary hearing will be chaired by(insert name), and(insert name) will also be present to take an attendance note of the hearing.

You have the statutory right to be accompanied at the disciplinary hearing. Your companion may be either a work colleague or a trade union official of your choice. Your companion will be permitted both to address the hearing (but not to answer questions on your behalf) and to confer with you during the hearing. You should inform the chair of the hearing in advance of the identity of your chosen companion.

(Where the employee already has an active final written warning on file:) [As you already have an active final written warning on your personnel file, I must inform you that the outcome of this disciplinary hearing could result in your dismissal.]

(Where discipline is for potential gross misconduct): [Since the Company views the allegations against you as gross misconduct, I must inform you that the outcome of this disciplinary hearing could result in your summary dismissal.]

If you or your chosen companion is unable to attend this disciplinary hearing, you are asked to contact *(insert name of contact)* as a matter of urgency so that an alternative date and time can be scheduled. You should take all reasonable steps to attend the hearing. Failure to attend without good reason could result in the hearing being held, and a decision being taken, in your absence.

After the disciplinary hearing, you will be informed in writing of the Company's decision.

Yours sincerely

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For and on behalf of the Company

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