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**Before using this document**

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Primed gives you everything you need to manage a team and keep them safe by giving you access to unlimited employment law, HR and health & safety advice from our team of experts for an affordable monthly fee - plus free access to hundreds of online resources.

We’re part of the Outset Group and are backed by legal expertise. We pride ourselves on getting to know your business and your appetite for risk, as well as the quality of advice we provide and exceptional levels of customer service.

To access more documents like this on or to find out more please book a free consultation on 01622 47 41 49 or email [info@primed.co.uk](mailto:info@primed.co.uk).

**RECORDED DELIVERY OR DELIVERED BY HAND (DELETE AS APPROPRIATE)**

# Private and Confidential

NAME

ADDRESS

DATE

Dear NAME

**INVITE TO DISCIPLINARY HEARING**

I am writing to invite you to attend a Disciplinary Hearing on:

* DATE:
* TIME:
* LOCATION:

The hearing will be conducted by me and NAME will be in attendance as the Company’s witness and minute taker.

**Details of the Allegation(s)**

The hearing has been called to discuss the following:-

* INSERT THE NATURE OF THE ALLEGATION BEING SPECIFIC AS TO DATE AND TIME OF INCIDENT, NATURE OF INCIDENT (SUMMARY OF WHAT HAPPENED).

The allegations may, if proven, amount to misconduct / gross misconduct. You should bear in mind that a consequence of proven misconduct / gross misconduct may result in a sanction being applied in line with the Company’s Disciplinary Policy up to and including dismissal, with or without notice (depending on the seriousness of the offence).

Please find enclosed copies of the following documents and evidence that we gathered as part of the investigation into this matter:

* LIST DOCUMENTATION YOU ARE GOING TO SEND THE EMPLOYEE, I.E. INVESTIGATORY MEETING NOTES, COPY OF THE COMPANY’S DISCIPLINARY POLICY ETC, ALL RELEVANT EVIDENCE OBTAINED.

**Right to be accompanied**

You have the rightto be accompanied by either a work colleague or a trade union representative. If you choose to be accompanied, please let us know so that we can make the necessary arrangements.

## Attendance

Please confirm your attendance by emailing me on EMAIL. If you are unable to attend for any reason, it is very important that you contact me to explain the reasons as soon as possible.

If the person accompanying you cannot attend the meeting at the time set above, then I kindly ask you, again, to let me know as soon as possible.

Should you have any questions regarding this letter please feel free to contact me.

Yours sincerely

NAME

JOB TITLE