

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Meeting

Following your first disciplinary meeting [and the subsequent formal warning dated <<Insert date>>], I am writing to you in regard to your conduct/performance at a second disciplinary meeting on <<Insert date and place>>.

The reason for this disciplinary meeting is that your conduct/performance in the company is considering <<Insert action e.g. final warning/demotion/dismissal>> [conduct/performance] is still unsatisfactory.

[This action is being considered with regard to the following circumstances:<<Specify>>.]

Should you wish to submit any documents in support of your case, please forward them prior to the meeting you may send them to the meeting.

You are entitled, if you wish, to be accompanied by a colleague or trade union representative. At the meeting you will be given a chance to put forward your case. Your companion will be entitled to address the meeting to put questions on your behalf. I should like to know who you would like to accompany you and confer with you but may not answer questions on your behalf. I should let me know as soon as possible who your companion will be.

Please confirm as soon as possible that you will attend the meeting. The Company will reschedule the meeting if you are unable to attend. Please confirm the time and date <<e.g. within 5 working days of the date above>>.

If you have any special or disabilities which may affect your attending this meeting please contact your supervisor to assist you in understanding or attending this meeting please contact your supervisor. He/she can help to accommodate your needs.

Please do not hesitate to contact your supervisor if you have any questions about the disciplinary meeting.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>