

[Print on Employer's Letterhead]

[Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Disqualification

Notice of Meeting

I am writing in respect of our meeting on <<insert date>> when you advised me/us that you have been disqualified from <<state reason e.g. driving ban>>. The Company now needs to consider the effect of your disqualification on your ability to carry out your duties because <<state reason e.g. driving ban>>.

when you advised me/us that you have been disqualified from <<state reason e.g. driving ban>>. The Company now needs to consider the effect of your disqualification on your ability to carry out your duties because <<state reason e.g. driving ban>>.

I am writing, therefore, to invite you to a meeting on <<insert date & time>> at <<insert location>>. The meeting will be held at <<insert location>> and also by <<Name & title>>, who will be attending in order to discuss the alternatives that are available to you.

<<insert date & time>> at <<insert location>>. The meeting will be held at <<insert location>> and also by <<Name & title>>, who will be attending in order to discuss the alternatives that are available to you.

The purpose of the meeting is to discuss the alternatives that are available to you to mitigate the effect of disqualification on your job of <<state job title>> including:

alternatives that are available to you to mitigate the effect of disqualification on your job of <<state job title>> including:

- Redeployment;
- Reallocating your driving duties;
- Making any other reasonable arrangements.

At the meeting, you will be given a chance to discuss any suggestions, which will be given reasonable consideration. You should be aware that one possible outcome of the meeting could be dismissal. However, no final decision will be made on this until after the meeting and you have had an opportunity to put forward your views.

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You are entitled, if you wish, to be accompanied by a colleague or trade union representative. I should be grateful if you could let me know as soon as possible who your companion will be.

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

and that of your companion at the meeting. The Company will reschedule the meeting if you are unable to attend at the time and date <<e.g. within 5 working days of the date above>>.

If you have any special or disability requirements, please let me know so that we can assist you in understanding or attending this meeting please contact <<insert name>> who can help to accommodate your needs.

to assist you in understanding or attending this meeting please contact <<insert name>> who can help to accommodate your needs.

If you have any questions with respect to this letter, please contact me.

Yours sincerely

<<Name & Title>>

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