

[Print on

r insert Address]

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

<<Date>>

Dear << >>

Following my letter to you of <<Date>> in applying for the position of <<Description>> documentation within the requisite

qualifications you disclosed to the Company failed to provide the necessary

Accordingly, you are required to attend on <<Date & Time - ensure you give reasonable notice>>. You are entitled to be accompanied by a work colleague/trade union representative. At the interview your companion will be entitled to address the issues on your behalf. I should be grateful if you could confirm who your companion will be.

on <<Date & Time - ensure you give reasonable notice>> by a work colleague/trade union representative. At the interview you will have the opportunity to state your case. Your companion may be present with you but not to answer questions on your behalf as soon as possible who your companion will be.

Please confirm as soon as possible if you will attend the disciplinary hearing. The Company requires confirmation by <<Date & Time - ensure you give reasonable notice>> time and date <<e.g. within 5 working days of the date above>>.

and that of your companion at the disciplinary hearing if you propose an alternative date for the proposed disciplinary hearing date

[The hearing will be attended by <<Name & Title>> and assist in making a decision.]

will conduct the disciplinary hearing

If you have any questions with respect to this letter please do not hesitate to contact me.

do not hesitate to contact me.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

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