

[Print on one side] [Insert Address]

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

<<Date>>

Dear << >>

Re: Qualification Disciplinary Meeting

I refer to our discussions concerning <<Details of Qualifications>> in order maintain the position of <<Job Title>>

Despite providing you with [training] to enable these qualifications to be achieved this undertaking has not been completed.

Accordingly, you are required to attend a disciplinary meeting on <<Date & Time - ensure you give reasonable notice>>. The reason for this meeting is because the Company is considering dismissing OR taking <<disciplinary action e.g. demotion>> against you since you have failed to obtain the required qualifications.

You are entitled to be accompanied by a trade union representative. At the meeting you will be given a full opportunity to present your case. Your companion will be entitled to confer with you but not to answer questions on your behalf. It would be grateful if you would let me know as soon as possible who your companion will be.

Please confirm as soon as possible that you will attend the meeting and that of your companion. The Company will reschedule the meeting if you cannot attend at the alternative time and date <<e.g. <<Date & Time>>>.

[The meeting will be attended by <<Name & Title>>] who will conduct the meeting and assist in making a decision].

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

Yours sincerely

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