

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Miscellaneous Disciplinary Meeting

Following [the investigatory hearing on <<insert details of misconduct>>] details of which are listed below, you have been found guilty of misconduct and as such must be aware of the disciplinary rules and procedures: <<insert details of allegation(s)>>.

<<insert date & time>>] **OR** [an investigation into your conduct has concluded that such behaviour may constitute a breach of the company's disciplinary rules and procedures: <<insert details of allegation(s)>>].

Accordingly, you are required to attend a meeting on <<insert location>>] [OR The meeting will be held on <<insert date & time>>] [at <<insert location>>] by <<State video conferencing details>>]. The purpose of the meeting is to discuss your alleged misconduct, as detailed above.

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At the meeting you will be given a chance to explain your case and respond to the allegations. Enclosed is the documentation that you may wish to rely on at the meeting. Should you wish to submit any documentation to be considered at the meeting, you may send this to <<name>> not less than <<three>> days before the meeting. The company's disciplinary policy and procedure is attached for your information.

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You are entitled, if you wish, to be accompanied at the meeting by a work colleague, a trade union representative or a trade union official. If you wish to be accompanied, you should be able to address the meeting to put your case, sum up your case and confer with your companion. I should be grateful if you would let me know who your companion will be [so that I can add them to the meeting invite].

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Depending on the facts established, disciplinary action could be taken but no decision will be made until the meeting has concluded.

The outcome could be <<state disciplinary action>> but no decision will be made until the meeting has concluded.

Please confirm your attendance at the meeting as soon as possible. If you or your companion are unable to attend, please provide a reasonable alternative time and date <<insert details of proposed date above>>.

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If you have any special or disabilities that may affect your attending this meeting please contact me so that we can discuss your needs.

I would like to assist you in understanding or discussing the meeting. He/she can help to accommodate your needs.

The disciplinary hearing will be held on <<insert date & time>> at <<insert location>> and also by <<Name of note taker>> whose role will be to conduct the hearing in order to take notes.

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If you have any questions with regard to this meeting please do not hesitate to contact me.

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Yours sincerely

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

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