

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Re: Misconduct Disciplinary Meeting

Following the disciplinary meeting dated <<Insert date>>], I am writing to you regarding the subsequent formal warning issued at a second disciplinary meeting on <<insert date at time>> held at <<Insert place>> [OR will be held remotely by <<state video conference>>].

the subsequent formal warning issued at a second disciplinary meeting on <<insert date at time>> held at <<Insert place>> [OR will be held remotely by <<state video conference>>].

The reason for this disciplinary meeting is that the company is considering further disciplinary action against you since the alleged misconduct are set out below.

company is considering further disciplinary action against you since the alleged misconduct are set out below.

At the meeting you will be given a chance to state your case and respond to these allegations. Enclosed is the company's disciplinary procedure. Should you wish to attend the meeting, you may send this to the meeting. A copy of the company's information.

At the meeting you will be given a chance to state your case and respond to these allegations. Enclosed is the company's disciplinary procedure. Should you wish to attend the meeting, you may send this to the meeting. A copy of the company's information.

You are entitled to be accompanied by a work colleague, trade union official or a trade union representative. You are not entitled to be accompanied by a friend or family member. You may confer with you but may not answer questions on your behalf. I should be grateful if you would let me know as soon as possible if you wish to be accompanied to the meeting [so that I can add them to the meeting invite].

You are entitled to be accompanied by a work colleague, trade union official or a trade union representative. You are not entitled to be accompanied by a friend or family member. You may confer with you but may not answer questions on your behalf. I should be grateful if you would let me know as soon as possible if you wish to be accompanied to the meeting [so that I can add them to the meeting invite].

Depending on the facts established at the meeting, the outcome could be <<state disciplinary action>> but no decision will be made until after the meeting has concluded and an opportunity to state your case.

Depending on the facts established at the meeting, the outcome could be <<state disciplinary action>> but no decision will be made until after the meeting has concluded and an opportunity to state your case.

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 <<state above>>.

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 <<state above>>.

If you have any special or disability requirements for attending this meeting please contact me so that we can discuss your needs.

If you have any special or disability requirements for attending this meeting please contact me so that we can discuss your needs.

The disciplinary hearing will be at <<state location>> and also by <<Name of note taker>> whose role will be to conduct the hearing in order to take notes.

The disciplinary hearing will be at <<state location>> and also by <<Name of note taker>> whose role will be to conduct the hearing in order to take notes.

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

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

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

S

A

M

P

L

E