

[Print on Employer's

Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Gross

Disciplinary Meeting

Following the Company's investigation of the allegations raised against you, namely that <<insert details of allegation(s)>>, which potentially constitute(s) gross misconduct, I am writing to require you to attend a disciplinary meeting on <<insert date & time>>. The meeting will be held on <<insert date & time>>. OR will be held remotely by <<state video conferencing platform>>.

raised against you, namely that potentially constitute(s) gross misconduct, I am writing to require you to attend a disciplinary meeting on <<insert date & time>>. OR will be held remotely by <<state video conferencing platform>>.

At the meeting, you will be given a chance to explain these allegations. Enclosed is the agenda for the meeting. Should you wish to attend the meeting, you may send this to me by <<insert date & time>>. A copy of the company's disciplinary procedure is attached for your information.

your case and respond to the allegations. The Company intends to rely on the evidence presented to be considered prior to the meeting. <<three>> days before the meeting. A copy of the company's disciplinary procedure is attached for your information.

You are entitled to be accompanied by a colleague or trade union representative. Your companion will be with you but may not answer questions on your behalf. Please let me know as soon as possible who you wish to invite].

work colleague, trade union official or a representative to address the hearing and confer with me. I would be grateful if you would let me know who you wish to invite that I can add them to the meeting agenda.

Depending on the facts established, the outcome of the decision will be made until you have had your say. The hearing has concluded.

outcome could be dismissal, but no further action will be taken to state your case and the meeting will be held on <<insert date & time>>.

Please confirm your attendance at the meeting. If you or your companion are unable to attend, please let me know by <<insert date & time>> a reasonable alternative time and date <<insert date & time>> above>>.

as soon as possible. If you or your companion are unable to attend, please let me know by <<insert date & time>> a reasonable alternative time and date <<insert date & time>> above>>.

If you have any special or disability requirements for attending this meeting please contact me by <<insert date & time>> your needs.

to assist you in understanding or understanding the hearing. He/she can help to accommodate your needs.

The disciplinary hearing will be held on <<insert date & time>> the meeting and also by <<Name & Address>>.

<<Name & Address>> whose role will be to conduct the hearing in order to take notes.

[For the avoidance of doubt you will remain on suspension under the same terms and conditions as referred to in the letter of <<Date>> disciplinary meeting].

on suspension under the same terms and conditions as referred to in the letter of <<Date>> until the date of the disciplinary meeting.

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 <<Organisation>>

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