*[Print on Employer’s Letterhead or insert Company Name and Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Second Disciplinary Meeting

Following your first disciplinary meeting on <<Insert date>> [and the subsequent formal warning dated <<Insert date>>], I am writing to request your attendance at a second disciplinary meeting on <<Insert date and place>>.

The reason for this disciplinary meeting is because the Company is considering <<Insert action e.g. final warning/demotion/dismissal>> against you since your [conduct/performance] is still unsatisfactory.

[This action is being considered with regard to the following circumstances:<<Specify>>.]

Should you wish to submit any documentation to be considered prior to the meeting you may send this to <<name>> not less that <<three>> days before the meeting.

You are entitled, if you wish, to be accompanied by a work colleague or trade union representative.

At the meeting you will be given a full opportunity to state your case. Your companion will be entitled to address the meeting to put or sum up your case and 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 who your companion will be.

Please confirm as soon as possible your attendance and that of your companion at the meeting. The Company will reschedule the meeting if you propose a reasonable alternative time and date <<e.g. within 5 working days of the proposed date above>>.

If you have any special or disability specific requirements to assist you in understanding or attending this meeting please contact <<name>> so that he/she can help to accommodate your needs.

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>>