**Private & Confidential (DELIVERED BY FIRST CLASS SIGNED FOR POST)**

INSERT NAME

INSERT ADDRESS

DATE

Dear INSERT NAME

**Invite to Disciplinary Meeting**

I am writing to advise you that you are required to attend a Disciplinary Meeting which will be held on DATE, TIME, LOCATION. The purpose of this meeting is to discuss the following allegations relating to workplace conduct and behaviours:

* REASON

I will chair the meeting, INSERT NAME, ROLE, will be in attendance as a note-taker.

You have the right to be accompanied at this meeting by either an accredited Trade Union Representative or a fellow work colleague.

The role of the accompanying colleague involves:

* Helping you to prepare for the hearing.
* Accompanying and speaking on your behalf, however, they may not answer questions.
* Give support throughout the process.
* Witness and taken notes of the procedure.
* Summing up your case.

Please call me on (INSERT NUMBER), no later than 12.00pm on INSERT DATE to confirm your attendance at the meeting, and whether you will be accompanied, and if so, who will accompany/represent you.

If you are unable to attend this meeting, then please contact us, otherwise this meeting may be held in your absence and without your input.

In the meantime, if you have any further queries, then please do not hesitate to contact me.

If you have any special requirements that we need to consider for the meeting, please notify us in advance.

Yours sincerely

**INSERT NAME**

**INSERT TITLE**