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

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

**[**Following our informal discussion on <<Date>> in respect of your poor work performance OR misconduct [and the subsequent actions taken <<E.g training>>], this letter confirms that we would like you to attend a disciplinary hearing on <<Insert Date>> at <<Insert Time and Place>.

The purpose of this meeting is to discuss your <<alleged misconduct OR poor performance>> which we believe to be unsatisfactory when considered in the light of our policies, rules and standards. The specific issue(s) of concern which will be discussed at the meeting are: <<insert details of alleged misconduct OR poor performance>>.

I enclose the following documents, <<Insert evidence/witness statement>>.

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

Depending on the facts established, the possible consequences arising from this meeting may be:

1. <<E.g Formal Warning>>

No decision will be made until you have had an opportunity to explain your version of events and the meeting has been concluded.

You are entitled, if you wish, to be accompanied by a work colleague/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 interview 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 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.

An additional copy of the Company’s Disciplinary Policy and Procedures is attached for your information.

# Yours sincerely

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