

Guide 3.5 (T): Dealing with Disciplinaries

Template - Invitation to Disciplinary Meeting

PRIVATE & CONFIDENTIAL

[Employee's Name]
[Address]
[Today's date]

Dear [name of employee]

I am writing to tell you that you are required to attend a disciplinary meeting on [date] at [time] [am / pm] which is to be held in [location of meeting].
At this meeting the question of disciplinary action against you will be considered with regard to:

[give details].

I enclose the following evidence:

[list of enclosed evidence].

The possible consequences arising from this meeting might be:

[give possible consequences].

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

Yours sincerely

Signed:

[Name of manager]