# Notice of disciplinary hearing: possible warning

[Today’s date]

Dear [name of employee]

I am writing to tell you that you are required to attend a disciplinary hearing on [date] at [time] [am / pm] which is to be held in [location of hearing].

At this hearing the question of disciplinary action against you, in accordance with the Company Disciplinary Procedure, will be considered with regard to:

[give details].

I enclose the following evidence:

[list of enclosed documents].

The possible consequences arising from this hearing might be:

[give possible consequences].

You are entitled, if you wish, to be accompanied by another work colleague or a trade union representative. If you would like to be accompanied, please let me know the name of your chosen companion [number of hours or days] before the hearing.

Yours sincerely

Signed:

[Name of manager]

Last updated: July 2023