Notice of disciplinary hearing letter: possible dismissal

Date ……..

Dear ............................

I am writing to tell you that [insert organisation name] is considering dismissing OR taking disciplinary action [insert proposed action] against you.

This action is being considered with regard to the following circumstances:
............................

You are invited to attend a disciplinary hearing on …………. at …. am/pm which is to be held in ............................ where this will be discussed.

I enclose the following evidence:

……………………………….

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

Yours sincerely

Signed ..........................................

Manager .............................

Last updated: July 2023