

Request for an Employee to attend a Disciplinary Hearing (Sample Letter)

Name, address, date, reference

Dear.....

I am writing to tell you that (*organization name*) is considering dismissing/taking disciplinary action (*delete as applicable*) against you.

This action is being considered with regard to the following circumstances: (*describe with relevant concise details, dates, etc.*)

You are invited/requested to attend a disciplinary hearing on (*date and time*) is to be held at (*venue*) where this will be discussed.

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

Yours sincerely,

(Signed by a manager of relevant authority)

(It is good practice to attach copies of all relevant policies and procedures, notably covering the disciplinary and dismissal process, and any supporting evidence for decisions.)

Letter sent by Employer after Disciplinary or Dismissal Hearing (Sample Letter)

(name, address, date, reference)

Dear.....

On (*date of first hearing notification letter*) you were informed that (*organization name*) was considering dismissing/taking disciplinary action (*delete as appropriate*) against you.

This was discussed in a meeting on (*date of hearing*).

Following that meeting, it was decided that:

Your conduct/ performance/ etc., was still unsatisfactory and that you be dismissed.

I am therefore writing to you to confirm the decision that you be dismissed and that your last day of service with the organization will be (*date*). The reasons for your dismissal are (*describe fully and refer to regulations, laws, or rules breached*). **(or)**

Your conduct/ performance/ etc., was still unsatisfactory and that the following disciplinary action would be taken against you (*describe fully*).

I am therefore writing to you to confirm the decision that disciplinary action will be taken against you. The action will be (*describe fully*). The reasons for this disciplinary action are (*describe fully*). **(or)**

No further action would be taken against you.

(*and mandatory inclusion:*)

You have the right of appeal against this decision. Please appeal in writing to (*name, title, address*) within (*whatever agreed/policy timeline*) days of receiving this disciplinary decision.

Yours sincerely,

(Signed by a manager of relevant authority)