**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

**Invitation to attend a disciplinary meeting about potential serious misconduct**

I would like to meet with you to discuss an employment matter that I have become aware of. In particular I have concerns about [Set out the information. Detail what occurred (and include any information the employee has already provided to explain the incident, etc. Provide all details you may be relying on. When possible, note specific and relevant expectations that were not met and explain what is unacceptable about the employee’s actions or behaviours. Include any specific consequences of the actions].

The meeting will take place on [date] at [time] in [place]. [Name and job title] will also be at the meeting.

We are very concerned about the seriousness of this matter and we could decide that if the matter is proved, this may amount to misconduct or serious misconduct by you [against our code of conduct / specify relevant policy or workplace rules]. This may lead to your dismissal.

We want to hear your views in relation to these matters and give you an opportunity to respond. In the meeting you will be able to give us any additional or clarifying information that you believe is relevant to the consideration of this matter.

I will consider your response and undertake any further required investigation before a decision is made. The outcome of this meeting and any further investigation that follows may result in disciplinary action, up to and including [dismissal with notice or dismissal without notice].

You are entitled to bring a legal or union representative or other support person (such as a family member, or a friend) with you and I strongly encourage you to do so.

Please confirm that you are able to attend the meeting at the organised time by [time and date].

**Note** *Delete before finalising and sending this letter***:**

*If there have been previous matters that should be linked to this issue, or that you propose to link with this issue/raise with the employee, then include these in the letter.*

***Relevant conversations / warnings/ or other current disciplinary actions***

*[Note in the letter any past relevant conversations with the employee on this matter, including any documented conversations with the employee, or other evidence that the employee was aware of expectations etc. Include all active disciplinary actions, and list them with a brief summary)]*

* *<On <date> you and I met about <…..> and I asked you to <….>. On <date> I sent you a follow-up email/letter summarising the meeting that we had and the outcomes.*
* *<On <date> you attended a workshop/training/whatever action was taken on <…>>*
* *<On <date> you received a written warning for misconduct due to <….>>*

I realise that this may be an unsettling time for you and would like to remind you that confidential counselling and support is available to you. [name of provider] is our provider and can be contacted on [phone number].

Please keep this matter confidential and do not discuss it with your colleagues.

If you have any questions about this matter please contact me directly.

[Employer’s signature]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS