**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

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

I would like to meet with you on [date] at [time] in [place] to discuss an employment issue that I have become aware of.

In particular I have concerns about [Set out the information. Detail what occurred and be sure to include what 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.

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 encourage you to do so.

I will consider your response and any other information necessary before making any decision. If the decision is that your behaviour, actions, or inactions amounted to misconduct, then the outcome of this meeting could be that disciplinary action is taken against you, up to and including [a first warning / second warning / final warning (final only if there have been previous warnings) or dismissal on notice (dismissal only if there has been a final warning for similar behaviour)].

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

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

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].

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

Yours sincerely,

[Manager name]

[Manager job title]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS