**Name**

**Address line 1**

**Address line 2**

**County**

**Post Code**

**(insert date)**

Dear **(insert name)**

NOTICE OF DISCIPLINARY MEETING

I am writing to tell you that you are required to attend a disciplinary meeting on **(insert date)** at **(insert time)** which is to be held at **(insert place)**.

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

**(Insert reason)**

I enclose the following documents\*:

The possible consequences arising from this meeting might be:

**(Insert consequences)**

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

Yours sincerely

Signed

**(Insert name)**

\* Delete if not applicable