

Letter of invitation to formal hearing

Add/delete information in brackets as appropriate

[add date]

Private and confidential

[add address]

Dear [add name]

Further to our [meeting/conversation] on [add date], you are required to attend a formal hearing on [add date] at [add time] at [add location].

At this hearing, the following issues will be discussed:

[Give details of the employee's conduct **or** performance **or** absence record which have given rise to the hearing. If there is any supporting evidence, which will be referred to or relied on at the hearing, the employee must be provided with details prior to the hearing. Refer here to any relevant documents and/or enclose copies with this letter]

You will be given every opportunity in the hearing to respond to the Company's concerns in relation to the above issues. You should be aware, however, that the hearing may result in a formal warning in accordance with the Company's [discipline/capability] procedure.

The hearing will be conducted by [add name]. [add name] will also be present. You are entitled, if you wish, to be accompanied at the hearing by a work colleague or a trade union representative. Please advise me by [add date] if you wish to exercise this right. If you have any queries regarding this process, please contact me on [add telephone number].

Yours sincerely

[add name]

[add title]