

Sample letter for Hearing

[insert date]

Dear [insert name of employee],

Following our [recent discussion in which I made you aware of concerns about [insert details]/investigation into the allegations made against you as set out in my letter to you of [insert date]], the company has concluded that these issues are sufficiently serious to require you to attend a [disciplinary] hearing.

[Your suspension on full pay has been reviewed and you [may return to work on [insert date which should be the next working day after the letter is received]/will remain suspended until the [disciplinary] hearing in accordance with the terms of the letter informing you of your suspension.]

I enclose a copy of the company's [dismissal and disciplinary procedure] for your reference/a copy of the company's [dismissal and disciplinary procedure] may be found in [the company's staff handbook/specify document] and you are referred in particular to pages [].

The hearing has been arranged for [insert date] at [insert time] and will take place at [insert location]. It is important that you attend the meeting and you are entitled to attend the hearing with your trade union representative or with a work colleague of your choice. That person can either act as your representative and address the meeting, or merely attend as your witness. However, that person cannot answer questions on your behalf. If you would like to be accompanied please let me know by [insert date] and the name of the person who will be accompanying you.

In accordance with the company's [dismissal and disciplinary procedure] the hearing will be conducted by [insert names and job titles] whom I can confirm have played no part in the investigatory process.] [insert name] will also be in attendance as note taker.]

The specific [issues being investigated/allegations made against you] are: [the performance of your contract of employment/your conduct], in particular [briefly state the capability or conduct issues including dates and details of specific incidents].

At that meeting, we will discuss the issues with you and you will be given the opportunity to respond to these [allegations/issues] and make representations.

The issues to be discussed at the hearing are of a serious nature and if upheld may result in disciplinary action against you [for example a formal disciplinary warning/specify other potential sanction to be imposed on employee] [up to and including your dismissal] in accordance with the company's [dismissal and disciplinary procedure].

[In accordance with the [dismissal and disciplinary] procedure, [I enclose/you will be provided with [] days before the hearing] [a summary of /copies of] the documentation and principal evidence [including witness statements] gathered during the investigation. [The company intends to call the witnesses, with whose statements you [have already been provided/will be provided prior to the hearing], at the hearing.] These will be considered at the hearing, together with any representations made by you and the company.

Should you wish to rely on any other documentation please provide copies if possible in advance of the hearing and at the latest at the hearing so that they can be properly considered with all other relevant evidence.

If there is anything which is unclear at the meeting, you should say so immediately. If you think you have not had an opportunity to put your case as fully as you wish, you should also say so.

If you are dissatisfied with any action taken by the company as a result of the hearing, you will have a right of appeal which will be explained to you in the letter confirming the outcome of the hearing.

Meanwhile, if you have any questions please contact *[insert name and job title]*.

Yours sincerely,

[signature]

For and on behalf of *[insert name of employer]*