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| --- | --- | --- |
|  | <<Department>> | |
|  | <<Address 1>> | |
|  | <<Address 2>> | |
|  | <<Address 3>> | |
|  | <<Postcode>> | |
|  |  | |
| Private and Confidential | Direct Line: |  |
| <<Employee Name>> | Fax: |  |
| <<Address 1>> |  |  |
| <<Address 2>> | Date: |  |
| <<Address 3>> | Your ref: |  |
| <<Postcode>> | Our ref: |  |

Dear **<<INSERT NAME>>**

**Invitation to Disciplinary Hearing**

I write following your formal absence review meeting with **<<INSERT LINE MANAGERS NAME>>** on **<<INSERT DATE>>** when you were advised that as you have reached a trigger point laid down within the Board’s Attendance Management Policy your Attendance Record would be forwarded to me for consideration at a Disciplinary Hearing.

**<<INSERT LINE MANAGERS NAME>>** has forwarded me a copy of the formal absence review outcome letter. Your absences are recorded as:

|  |  |  |  |
| --- | --- | --- | --- |
| **First day of absence** | **Last day of absence** | **Number of days absent** | **Reason for absence** |
|  |  |  |  |
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I have therefore arranged the following Disciplinary Hearing which you are requested to attend in line with the Board’s Disciplinary Policy & Procedure. The purpose of the Hearing is to discuss your absences, any support you may require to improve your attendance at work and take any appropriate action.

**Location : <<INSERT LOCATION DETAILS>>**

**Date : <<INSERT DATE >>**

**Time : <<INSERT TIME>>**

I will chair the Hearing and I will be accompanied by **<<INSERT HR REP>>.** Also in attendance to present the management case will be **<<LINE MANAGERS NAME>>.**

The management statement of case will refer to the following documentation:

**<<Please list documents being referenced as part of management case>>**

You were issued with this documentation at your Formal Absence Review Meeting on **<<Insert date>>.** HoweverIf you require copies of the documentation noted above please contact myself and I will arrange for the documentation to be sent to your home address or emailed electronically to you.

You are entitled to be represented by a Trade Union / Professional Organisation representative or accompanied by a fellow member of staff or a friend or relative not acting in a legal capacity. You have the right to submit a supporting statement of case, which you should submit to me on or before **<<INSERT DATE 3 DAYS PRIOR TO THE HEARING>>.**

You also have the right to call any witnesses. If you wish to do so, either you or your representative should advise me, at least 5 working days prior to the date of the hearing, the names of your witnesses relevant to the case. I would remind you that it is your responsibility to ensure that any witnesses called are available for the hearing.

I must advise you that one potential outcome of this hearing could be that disciplinary action may be taken against you, up to and including dismissal **<<DELETE DISMISSAL IF NOT APPROPRIATE>>.**

A copy of the Board’s Disciplinary Policy and Procedure is available on HRConnect.

Please let me know before the hearing if you need me to make any special arrangements to enable you to attend.

Please confirm your attendance at this hearing by contacting **<<INSERT NAME>>** by telephone on **<<INSERT TELEPHONE NUMBER>>**,upon receipt of this letter.

Yours sincerely

**<<MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**