**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| **NAME**  **ADDRESS1**  **ADDRESS2**  **ADDRESS3**  **POST CODE** | **Date: DATE**  **Ref No:**  **Direct Line: Number**  **Email:**  **Contact: NAME** |
|  |  |

Dear **[name]**

## Disciplinary Hearing: Management Statement of Case

I write further to **[disciplinary chair’s name, job title]** letter dated **[date]** regarding your attendance at a disciplinary hearing on **[date]** at **[time]** in **[location].**

The disciplinary hearing will be convened in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy and Procedure. As per policy, I enclose a copy of the documents that will be considered at the hearing:

**[List document(s) e.g. management statement of case, witness statements, and also note any non-documentary evidence CCTV footage, photographs, etc]**

In the meantime, if you have any questions please do not hesitate to contact me on **[add number].**

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**