**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]**

##### Reconvened Disciplinary Hearing

I refer to the disciplinary hearing held on **[date]** in **[location]**. I chaired the disciplinary hearing supported by **[HR Name, Job Title]**. Management side was represented by **[Investigation Office Name, Job Title]** supported by **[if applicable, HR Name, Job Title].** You were to be accompanied by **[add name or you were unaccompanied and confirmed you were happy to proceed on that basis]**

I decided that the disciplinary hearing would be adjourned due to **[reason].**

I now write to confirm the details of the reconvened disciplinary hearing as follows:

**Date: [date]**

**Time: [time]**

**Location: [location]**

The hearing will be conducted in accordance with NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedure.

You are entitled to be accompanied by a recognised accredited Trade Union/ Professional Organisation representative, colleague, friend or relative not acting in a legal capacity.If you would like to be accompanied by someone other than those listed above, please contact me to discuss this. It is your responsibility to arrange this, but if you require any advice about how to do it, please contact **[name, post title and contact details]**.

Similarly, should you wish to call any relevant witnesses, you are responsible for making necessary arrangements with these witnesses and advise me of their names in advance of the re - convened hearing.

As previously advised, a result of the disciplinary hearing is that possible disciplinary action, up to and including dismissal, may be taken.

Please contact **[name, job title and contact details]** by **[date]** to confirm that you will attend this hearing and if applicable who you will be accompanied by.

If for any reason either you or your representative/companion is unable to attend at the specified time you must ensure you give me adequate notice of this, so that the hearing may be rearranged to a mutually suitable time. Failure to attend the hearing with no prior notification may result in the hearing still going ahead. Any decision regarding the outcome may be taken in your absence.

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

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**