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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 refer to previous correspondence sent to you by your line manager on **<<INSERT DATE>>,** and to the previous letter regarding non-reporting of absence sent to you on **<<INSERT DATE>>** in which you were invited to attend a formal absence review meeting to discuss your absence.

You have now failed to attend a meeting on **<<INSERT DATE>>** and **<<INSERT DATE>>**, therefore your Occupational Sick Pay has been stopped with effect from **<<INSERT DATE >>** and the matter referred to me for consideration.

Your continued absence gives cause for concern as you have not made contact to report your absence since **<<INSERT DATE>>** date.

In addition, your repeated failure to attend a formal absence review is deemed as failure to comply with a reasonable management instruction and a contractual requirement. This is deemed as misconduct which may lead to formal action under the Board’s Disciplinary Policy & Procedure, a copy of which is enclosed.

I have therefore arranged the following Disciplinary Hearing which you are requested to attend in line with the Board’s Disciplinary Policy & Procedure. The hearing is to answer the allegation of failure to comply with absence reporting procedures.

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

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

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

The disciplinary panel will consist of **<<INSERT HR REP**>> and myself. Also in attendance to present the management statement of 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 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 might be taken against you, including dismissal.

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

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,

**<<SENIOR MANAGER WITH AUTHORITY TO DISMISS>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**