**Appendix 7: Specimen Letter - Request Attendance at Disciplinary Hearing**

(this letter should be sent from the manager who will present the management case at the hearing)

Name

Address

Date

Dear …………………

**DISCIPLINARY HEARING**

Further to the investigation process, I am writing to request that you attend a disciplinary hearing in [*venue*] on [*date* and *time*].

At this meeting you will be asked to respond to the following allegation[s]:

*List incidents, or*

*Other cause which has given rise to the need for disciplinary hearing.*

The meeting will be held in the presence of [*name & job title of panel members*]. I will present the management case [and will be assisted by (*Human Resources rep if appropriate*)].

Copies of all statements/documents that will be considered at the hearing are enclosed for your information. [\*\*\*\* will be available to be called as a witness]. [If you wish to call any witnesses, please confirm their names and details to me by (*date*)].

The hearing will be held in accordance with the CCG’s Disciplinary Policy and Procedure and as such you are entitled to bring with you a representative of your Trade Union or Professional Association, or a work colleague. I enclose a second copy of this letter should you wish to give it to a representative.

At the hearing you will be given every opportunity to state your case but I have to advise you that, following discussions and careful consideration of the evidence presented, disciplinary action may be taken against you [including the possibility of your dismissal (*if appropriate)*].

Please confirm your attendance and contact me if you have any questions regarding the procedures to be followed.

Yours sincerely

Manager

c.c.

Encs. Copy of letter for representative

Copies of statements/documents

*Note:*

*If the member of staff has previously failed to turn up to a hearing you can add the following:* Should you fail to attend without a good cause, the hearing will be held in your absence and a decision will be made using the evidence provided. You will be notified in writing of the outcome.