[Your company]

FREE TEMPLATE

Disciplinary hearing invitation letter

Invitation to a disciplinary hearing

Dear [first name],

Following the investigation into the concerns raised, I am writing to ask you to attend a disciplinary hearing.

Date and time	[day, date at time]
Place	[room or address]
Heard by	[name]
Notes taken by	[name]

The allegations are:

- [the first allegation]
- [the second allegation]

If the allegations are found to be true, a possible outcome of the hearing is a written warning.

Where dismissal is possible, use one of these sentences instead:

- *"If the allegations are found to be true, one possible outcome of the hearing is your dismissal with notice."*
- *"If the allegations are found to be true, allegation [number] may be treated as gross misconduct, and one possible outcome of the hearing is your dismissal without notice."*

I enclose copies of the evidence that will be considered: (1) [the investigation report]; (2) [a witness statement].

Your right to be accompanied. You may bring a work colleague or a trade union representative to the meeting. If they cannot attend at this time, you may propose another reasonable time within five working days of the date above, and we will move the meeting.

If you need any adjustments to take part, such as breaks, a different room or papers in another format, please tell [name].

This hearing follows the Acas Code of Practice on disciplinary and grievance procedures.

Yours sincerely,
[your name]
for [company]

A free template from KivoHR. Check it against your own contracts and policies before you use it: it is not legal advice.