**Letter inviting employee to attend disciplinary meeting to discuss allegations of gross misconduct**

***Add/delete information in brackets as appropriate***

[add date]

**Private and confidential**

[add address]

Dear [add name]

**Re: Disciplinary meeting to discuss allegations of gross misconduct**

[I need to inform you that an allegation has been made against you which, if upheld, may amount to gross misconduct. I want to reassure you that we have not formed any conclusions about this allegation and we remain entirely open-minded. However, as you’d expect, we are duty-bound to treat this seriously and we want to explore this allegation with you and with those connected with it.]

**OR**

[Further to your suspension from duty, we informed you that we might invite you to a disciplinary hearing relating to our investigations into this allegation against you.]

In line with our disciplinary policy, [we **OR** I] will be holding a disciplinary meeting at [place] on [date] at [time], to ensure that we have considered all the relevant facts. You are invited to attend this so that you have the opportunity to ensure your position is heard and understood. [A copy of our Disciplinary Policy is attached].

**The details of the allegation are as follows:**

﻿[insert details of potential gross misconduct﻿]

﻿[name of your business] has carried out an initial investigation into the allegation. I attach a copy of the following documents and witness statements obtained during the initial investigation. These materials may be used at the disciplinary meeting [and we may also call those witnesses to the meeting]:

[insert list of documents and clearly identify any witness statements obtained]﻿

If you have any documents that you believe are relevant, or you would like to call any witnesses who may be able to give relevant evidence about the allegation(s), please would you let me know as soon as possible, and in any event by [date] so that we can make any necessary preparations for them to be included in the meeting arrangements. If you do not have those documents in your possession, please provide details so that we can see whether they can be obtained.

The meeting will be chaired by [name and job role]. Also present will be [insert names and job roles]. You may bring a work colleague or a trade union representative to the meeting. If you do wish to be accompanied, please let me know the name of your chosen companion as soon as possible.

﻿[Your suspension on full pay will continue pending the outcome of the disciplinary meeting].

Please confirm that you will attend at the time stated. If, for any unavoidable reason, you or your companion cannot attend at that time please contact me as soon as possible. If you have any specific needs at the hearing as a result of a disability, or if you have any other questions, please also contact me as soon as possible.

Finally, in line with [name of your business]’s Disciplinary Policy, I do need to let you know that if you are found guilty of gross misconduct, one possible outcome of the meeting may be your dismissal without notice, or pay in lieu of notice. Once again, however, I must emphasise that we have not formed any conclusions regarding these allegations.

If you have any questions about the contents of this letter, please feel free to contact me.

Yours sincerely,

﻿
[add name]

[add title]