**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

I am writing to you with regards to the Investigation meeting that you attended on DATE. Having reviewed all of the information available to me I have deemed it necessary to refer the matter for Disciplinary Review. As such a Disciplinary meeting will be conducted by NAME on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_. This meeting will be held in ***(Location).***

At this meeting you will be provided the opportunity to respond to the following allegation(s):

* Allegation…..

Please find enclosed the following document(s) in relation to the investigation that was conducted:

* Investigation Outcome Report
* Etc.
* Disciplinary Policy

You have the right, should you wish, to be accompanied by a fellow work colleague. **<<<<Please refer to internal disciplinary policy to determine who can accompany the employee>>>>>>**

***Due to the serious nature of the allegations against you, you have been placed on paid suspension pending the conclusion of the Disciplinary process. - If appropriate***

Please be advised that should the allegation(s) against you be upheld it could result in disciplinary sanction being issued against you in line with the company Disciplinary Policy. As the allegation stated constitutes a Gross Misconduct Offence, please be advised that the potential outcome of this meeting may be your dismissal from the company.

**<<<<Please note, you currently have a live sanction of XXXX on file that may be taken into consideration should the allegation(s) against you be upheld>>>>>>**

If you have any questions please do not hesitate to contact me.

Yours sincerely

***Name***

***Job Title***

**Investigation Outcome Report**

* Detail of each individual allegation under the headings:
	+ Allegation – basis of the complaint
	+ Evidence