

Invitation to a Disciplinary Hearing

***i** Send this once an investigation shows there is a case to answer. Under the ACAS Code you must set out the allegation(s), enclose the evidence, give the right to be accompanied, and explain possible outcomes.*

[Date]

PRIVATE & CONFIDENTIAL

[Employee full name]

[Address line 1]

[Postcode]

Dear [Employee first name],

I am writing to invite you to attend a formal disciplinary hearing to consider the following allegation(s):

- [Allegation 1 — stated clearly and factually]
- [Allegation 2, if applicable]

The allegation(s) will be considered in line with our disciplinary procedure and the ACAS Code of Practice.

Hearing details

Date	[Date]
Time	[Time]
Location	[Location / video call link]
Hearing held by	[Name, job title]
Also present	[Name, job title — e.g. note-taker / HR]

Enclosed with this letter are copies of the evidence that will be considered at the hearing, including: [list the investigation report, witness statements, documents, etc.]. Please read these before the hearing.

Your right to be accompanied

You have the right to be accompanied at the hearing by a work colleague or a trade union representative. Please let me know in advance the name of anyone who will accompany you.

Possible outcomes

At the hearing you will have a full opportunity to respond to the allegation(s), put forward your case, and call or refer to any relevant evidence. Please be aware that a possible

outcome of this hearing is [e.g. a first or final written warning] up to and including [dismissal — include only where dismissal is a genuine possibility, e.g. for alleged gross misconduct].

If you are unable to attend at the time shown, please contact me as soon as possible so that we can arrange an alternative. If you have any questions before the hearing, please get in touch.

Yours sincerely,

[Name]

[Job title]

[Company / Store name]

i Give reasonable notice (ideally several working days) so the employee can prepare and arrange a companion.