

LETTER TO REQUEST AN EMPLOYEE ATTENDS DISCIPLINARY HEARING

(Date)

(Name)

(Address)

(Suburb, State, Postcode)

(Salutation)

I am writing to inform you that (business name) is considering dismissing / taking disciplinary action (delete as applicable) against you.

This action is being considered with regard to the following circumstances: (describe with relevant concise details, dates etc)

You are invited / requested to attend a disciplinary hearing (date and time) to be held at (venue) with (names of hearing panel) where this will be discussed.

You are entitled, if you wish, to be accompanied by another work colleague or a union representative.

Yours sincerely

(Name)

(Position)