**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I am writing with regard to the scheduling of a disciplinary hearing to discuss matters of concern we have with your conduct. You will know that we contacted your GP as a result of your sickness absence to determine your current state of health and it was confirmed that you were not fit to attend a hearing.

Whilst I appreciate your GP’s position on this, I intend to proceed with the disciplinary hearing due to the nature of the allegations. Therefore, the disciplinary hearing will take place on *[insert date, time and location].*

Please find attached, for your information, copies of the documents that will be used at the hearing. Should you wish to bring to our attention any other documents or information for consideration at the hearing, you may do so by providing written details.

Should you wish a colleague or trade union representative to attend the hearing in your absence, please let us know so that we can make arrangements in this regard.

The hearing will be conducted by *[insert name of disciplinary chair]*. *[Insert name of note-taker]* will also be present to take minutes of the hearing.

Once we have made a decision on the outcome of the hearing, we will notify you in writing. Please note that you will have the right to appeal against any disciplinary sanction that is applied, using the organisation’s disciplinary appeals procedure.

If you have any queries about this letter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*