**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Requirement to attend rescheduled disciplinary hearing**

I wrote to you on *[insert date]* informing you of the requirement to attend a disciplinary hearing (letter attached) on *[insert date, time and location]*. However, this hearing did not take place.

*[Select from the paragraphs below and delete as appropriate]*

[EITHER]

You did not attend the meeting and you did not contact us at any point to inform us of your unavailability.

*[OR]*

We received communication from you that were not able to attend at the scheduled time because *[insert details as per reasons given by employee]*.

*[OR]*

The hearing was postponed because you informed us that you wish to bring a companion and your chosen companion was not available at the originally scheduled time.

*[OR]*

Unfortunately, it was not possible for us to hold the hearing at the planned time because *[insert reasons eg of the unavailability of the disciplinary chairperson or the investigation into the allegations had not concluded].* We apologise for this and hope that it has not caused you any concern.

We have now set a new time and date for the hearing. You are now required to attend a rescheduled disciplinary hearing on *[insert date and time]* at *[insert location]*. You have the right to be accompanied by a colleague or a trade union official.

If you do not attend this rescheduled disciplinary hearing without giving advance notification or good reason, we will treat your non-attendance as a separate issue of misconduct and the issues of concern will be considered in your absence and a decision made on the basis of the evidence available. This may result in the termination of your employment.

Yours sincerely,

*[Insert name]*

*[Insert job title]*