**LETTER REQUESTING ATTENDANCE AT MEETING TO CONSIDER TERMINATION**

**(*SOME OTHER SUBSTANTIAL REASON*)**

Dear [NAME],

**Meeting to consider termination of employment**

I am writing to inform you that you are required to attend a meeting at [PLACE] on [DATE] at [TIME].

The purpose of the meeting is to consider whether your employment should be terminated on the grounds that [SET OUT GROUND – EG. EXPIRY OF FIXED TERM CONTRACT]

I enclose a copy of the documents that will be used at the meeting. If there are any further documents you wish to be considered at the meeting, please provide copies as soon as possible. If you do not have relevant documents in your possession, please provide details so that they can be obtained.

The meeting shall be conducted by me and I may be accompanied by a notetaker.

If there are any relevant witnesses whom you wish to bring to the meeting, please provide me with the names of those witnesses. If any of your witnesses are current employees of the Company you should make it clear that there is no obligation for them to attend the meeting and that, if they do, they will not suffer any detrimental treatment as a result of their attendance as a witness.

You are entitled to bring a fellow employee or a trade union representative to the meeting in accordance with our disciplinary procedure. If you do wish to bring a companion, please let me know their name as soon as possible.

Failure to attend the disciplinary hearing without previous explanation or attempt to rearrange the hearing could result in a decision being made in your absence.

If you have any specific needs at the hearing as a result of a disability, or if you have any other questions, please speak to me as soon as possible.

Yours sincerely,

[NAME]