**LETTER REQUESTING ATTENDANCE AT DISCIPLINARY HEARING (PERFORMANCE RELATED)**

Dear [NAME]

**Disciplinary hearing**

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

The purpose of the hearing is to consider whether disciplinary action should be taken against you in respect of alleged underperformance.

The allegation is that [SET OUT ALLEGATION].

I enclose a copy of the documents, which will be used at the disciplinary hearing. If there are any further documents you wish to be considered at the hearing, 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.

If it is found that you are underperforming without good cause, the Company may decide to put in place remedial measures and/or issue a written warning or a final written warning.

The hearing 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 contact me immediately.

Yours sincerely,

[NAME]