**Tool 5. Template invitation letter for a disciplinary meeting**

**Note:** This is a sample letter to be used as a guide for notifying employees of a disciplinary investigation meeting. Contact ELAA in cases of misconduct or serious misconduct or seek professional and or/legal advice. Complete all purple fields prior to issue and remove ELAA headers.

[Insert service letterhead]

[Insert date]

**PRIVATE AND CONFIDENTIAL**

[Insert employee name and address]

Dear [insert name]

**Re: Invitation to attend a disciplinary meeting**

I am writing to advise you that an allegation [a number of allegations, (delete if not applicable)] of misconduct have been identified in the performance of your duties at [Insert service name].

* On [Insert date], it is alleged that you [insert overview of conduct]. Specifically, it is alleged that you [insert specifics of the incident]. This is in breach of your employment obligations to follow [insert policy/regulations]. [insert specifics of the employee’s response to each allegation, avoid paraphrasing].
* On [Insert date], it is alleged that you [insert overview of conduct]. Specifically, it is alleged that you {insert of the incident} This is in breach of your employment obligations to follow [insert policy/regulations].

**[*add or remove numbered allegations as required*]**

We are providing you with an opportunity to respond at a meeting to be held [insert day, time, venue, names of employer representative(s) and any external consultant who will be present].

You are welcome to bring a support person to this meeting. Should you wish to bring a support person, please advise me of the name of the person at least one day prior to the scheduled meeting time.

I remind you that matters and information relating to this allegation are confidential and you are directed not to discuss them with any other person without my express prior consent. Any failure by you to maintain confidentiality may lead to disciplinary action.

If you require further information, please contact [insert Committee contact details or name, position title and phone number].

Yours sincerely,

**[Insert name of representative]**

**[Insert position e.g., Committee President, HR Manager]**