-1-

Date: {today}

Dear {agentName},

You are required to attend a disciplinary hearing on {hearingDate} Your hearing will take place in the meeting room at {hearingTime}.

A full investigation of the facts surrounding the business complaint against you has been made and having now completed the investigation, the allegations against you are as follows:-

{#details}

* *You have {count} instances of {type} over the last {days} days*

{/details}

If you wish to submit a written statement prior to the hearing you may do so, and this should be forwarded to {tlName} as soon as possible.

At the hearing, you will of course be given the opportunity to put your side forward. You may dispute any evidence, and produce your own evidence to argue your case. Due consideration will be given to any factors put forward as necessary.

The disciplinary hearing will be chaired by {tlName} and someone else from the Company may also be present to take notes of the hearing.

You are fully entitled to bring with you to the hearing either a work colleague or a Trade Union Representative to act as your witness. Your witness may address the hearing and confer with you during the meeting, however they are not permitted to answer questions on your behalf. If you intend to bring someone to the meeting with you, please contact {tlName} with the details of this person. Please note that if it is a Trade Union Official we will require confirmation that they are eligible to accompany you at this type of meeting.

-2-

If you are unable to attend this hearing for whatever reason, you must contact {tlName} as a matter of urgency. Failure to do so may result in the hearing being held in your absence.

*I must inform you that the outcome of this meeting can range from no further action to summary dismissal, in line with the Company’s disciplinary procedure.*

Yours sincerely,

{tlName}

………………………………………….

For and on behalf of the Company.