

**Invitation to a Disciplinary Hearing**  
**Model letter**

Date

Dear

**DISCIPLINARY HEARING**

The investigation into the disciplinary offence(s) which it is alleged that you have committed has now been completed and passed to me to determine what action should be taken.

I have examined the report and decided that a disciplinary hearing should be held in accordance with the provisions of the disciplinary procedures contained in the *(identify the employees terms and conditions of service e.g. Public Services Commission Civil Service Regulations 2015)*, a copy of which are enclosed for information. I also enclose a copy of the investigation report.

You are therefore required to attend a disciplinary hearing on *(date)* at *(place)* commencing at *(time)*.

At this hearing the question of disciplinary action against you, in accordance with the disciplinary procedures, will be considered with regard to the alleged disciplinary offence(s) of *(alleged offence(s))*.

*(If the alleged offence(s) is potentially gross misconduct, the letter should make this clear by reference to the rule(s) that has been broken, and include the statement "A civil servant may be summarily dismissed without notice or pay in lieu of notice by the Public Services Commission in cases constituting gross misconduct")*.

You have the right to be accompanied at this hearing by a friend of your choice which may be either a work colleague or a staff association representative and I recommend that you exercise this right.

If you have any problems in attending the hearing at the date and time specified please notify me of the problem as soon as possible.

Yours sincerely

Enc: Copy of the investigation report *(which should include all relevant evidence in respect of the offence(s))*