

FORMAL DISCIPLINARY ACTION REQUIRED

MODEL LETTER TO BE ISSUED TO THE CIVIL SERVANT

Dear

As you are aware, an investigation has been conducted into the allegation that you (***define the allegation - what rule has been broken, state facts and what evidence there is***).

Following the investigation, I have to advise you that there is sufficient evidence to progress to a disciplinary hearing.

It is therefore necessary to arrange a disciplinary hearing to consider what, if any, disciplinary action is needed. You may if you wish, invite a work colleague or a staff association representative to accompany you to the hearing.

*Delete as appropriate

*I have therefore, passed this matter on to (*insert name of officer who is now dealing with the matter*) who will

or if you are to conduct the disciplinary interview,

*I will

be arranging the disciplinary hearing. You will be advised in writing of the date, time and location of the hearing along with a full copy of the disciplinary procedures, which are contained within Section B of the Civil Service Regulations.

Yours sincerely

Cc: Person conducting Disciplinary Hearing