



Sample Invite letter to Disciplinary Hearing

Mr Joe Bloggs
c/o LID Enterprises
123 Main Street
Belfast
BT00 0ZZ

4th November 2016

Dear Mr Bloggs,

I write with reference to the recent disciplinary investigation carried out into an allegation that on 28th October 2016 you posted confidential commercial information belonging to LID Enterprises on Facebook during working hours.

During the disciplinary investigation meeting on 1st November 2016 you confirmed that you had posted the Company's confidential commercial information on Facebook but stated "*I don't see what the big deal is*".

At the meeting you also confirmed that you were fully aware of the Company's Social Media Policy as well as the confidentiality clause in your contract of employment.

In light of the above the Company feels that there may be a disciplinary case for you to answer. Therefore you are requested to attend a Disciplinary Hearing on **Wednesday 9th November 2016 at 10.00am** in the Boardroom where you will have an opportunity to provide a response to the above allegation.

To help you prepare for this meeting I have enclosed notes of the disciplinary investigation meeting, a copy of your Facebook post and a copy of the Company's Disciplinary Procedure.

We are obliged to inform you that your actions, if substantiated, may constitute one or more of the following offences within our disciplinary rules and procedure:

Gross Misconduct (normally warranting Summary Dismissal)

- Any breach of confidentiality or fidelity in relation to the Company's business.
- Deliberate breach of the Company's Social Media Policy

Should you be deemed guilty of any of these offences you may render

These paragraphs ticks off points 1&2 but it is important to ensure that the wording refers to 'allegations' otherwise it may sound like the manager's mind is already made up.

This paragraph covers off point 4. It is critical to give the employee enough time from receiving the letter to prepare for the meeting.

Point 3 – you should include all information that you might be relied on to make a decision.

Point 5 – although most disciplinary procedures explain that the list of offences are not exhaustive try, where possible, to use the offences detailed in your disciplinary procedure rather than making up offences to try and suit the situation

yourself liable to disciplinary action up to and including Summary Dismissal (i.e. dismissal without notice or pay in lieu of notice).

Please be assured, however, that any explanation given by you will be given full consideration prior to any decision being made.

You may, if you wish, be accompanied at the above meeting by a fellow employee or an accredited trade union representative. However, it is your responsibility to make the necessary arrangements for their attendance on the above date and time and you should let me know in advance as to the identity of your proposed accompaniment i.e. by 12noon on Tuesday 8th November 2016.

If for good reason the above date or time is unsuitable, you are required to contact me immediately upon receipt of this letter so that a suitable alternative may be arranged.

Yours sincerely,

Jayne Doe
Manager

Point 6 – asking for the name of accompaniment in advance can help with work planning (in the case of work colleagues) or ensuring that trade union officials are properly accredited.

This sample letter is accurate at 28th November 2016. The information contained within is provided as part of Legal-Island's Employment Law Hub subscription service. We regret we are not able to respond to requests for specific legal or HR queries and recommend that professional advice is obtained before relying on information supplied anywhere within this article.