

[Company Name]
[Company Address]
[Date]

To: [Employee Name]
Subject: Notice of Disciplinary Hearing - Gross Misconduct

Dear [Employee Name],

I am writing to require your attendance at a formal disciplinary hearing to discuss allegations of gross misconduct against you.

The hearing will take place on **[Date]** at **[Time]**. The meeting will be held at **[Location/Online Link]** and will be chaired by **[Name of Chairperson]**.

The allegations to be considered are as follows:

- [Detailed description of allegation 1]
- [Detailed description of allegation 2]

The company views these allegations as potential gross misconduct. If these allegations are proven, the company may terminate your employment summarily, without notice or pay in lieu of notice.

Enclosed with this letter are copies of the evidence that will be considered during the hearing, including:

[List evidence: e.g., witness statements, CCTV logs, emails].

You have the right to be accompanied at this meeting by a work colleague or a trade union representative. Please confirm the name of your companion before the meeting begins.

You will have the opportunity to state your case, present evidence, and call relevant witnesses. If you wish to provide any documents or name any witnesses, please submit them to [Name] by [Date/Time].

Please confirm your attendance by [Date/Time].

Yours sincerely,

[Your Signature]
[Your Name]
[Your Job Title]