Name, address, date, reference

Dear,

I am writing to tell you that (organization name) is considering dismissing/taking disciplinary action (delete as applicable) against you.

This action is being considered with regard to the following circumstances: (describe with relevant concise details, dates, etc.)

You are invited/requested to attend a disciplinary hearing on (date and time) is to be held at (venue) with (names of hearing panel) where this will be discussed.

You are entitled, if you wish, to be accompanied by another work colleague or a trade union representative.

Yours sincerely,

(from and signed by a manager of relevant authority)

(It is good practice to attach copies of all relevant policies and procedures, notably covering the disciplinary and dismissal process, and any supporting evidence for decisions.)