**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

***[Letterhead Details]***

***STRICTLY*** ***PRIVATE AND CONFIDENTIAL***

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]

[Date]

Dear [Employee Title, Employee Surname],

**Re: Unauthorised absence – Invite to Disciplinary panel**

I write to confirm the outcome of the investigation meeting heldon ***[date]***, following your absence from work without permission since ***[date].***  You(\*delete as appropriate) \*you attended the meeting and you were (\*delete as appropriate) ***\*****represented \*supported by* [name] *(If no representative was present include the following sentence)*. You confirmed that you were happy to continue without a representative being present.

***OR*** \**you did not attend the meeting.*

I conducted the investigation (\*delete as appropriate)*\*supported by* ***[name, job title].***

***[Summarise details of the investigation]***

***[Summarise details of mitigation (if none due to the employees absence, this must be stated)]***

Therefore, in line with the Disciplinary Policy you are required to attend a Disciplinary Panel on ***[date, time, and location]*** to consider the allegation detailed above. Should the outcome of this hearing be deemed to be misconduct (\*delete as appropriate) *\*disciplinary action may be taken against you up to and including dismissal* (If no contact has been made) *\*disciplinary action will be taken up to and including summary dismissal.*

The Management case will be presented by myselfsupported by ***[name, job title].*** (\*delete as appropriate) \*A copy of the management case is enclosed.

You will be given an opportunity to present your case. You are required to submit any relevant documentation in support of your case to me by ***[date]***.

The Disciplinary panel will consist of ***[name, job title]*** as the Disciplining Officer supported by ***[HR rep, name, job title]***.

You have the right to be accompanied by an NHSBT employee or the representation of a Trade Union you belong to, not acting in a legal capacity. It is your responsibility to organise this.

Please confirm your attendance by ***[date]***.Should you fail to attend, (\*delete as appropriate) *\*due to the fact that no contact has been made by you, including not attending the investigation meeting, a decision will be made in your absence*. *(If contact has been made)* *\*the panel may make a decision in your absence*

I also wanted to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24 hour telephone line on **0800 783 2808**.  Alternatively if you just wanted to find out more about it you can visit their website [www.employeecare.com](http://www.employeecare.com), the ‘access code’ and ‘password’ are both 72992.

Should you wish to contact me ***[contact details]***

All details of this process under the Attendance policy should remain confidential and discussed only between those parties directly involved in the process, which could include family members, health professionals including EAP and your trade union representative.   Contents of correspondence and case details should not be disclosed to other parties. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

Yours sincerely,

[Name]

[Job Title]

[cc:] HR Direct ***(remember to send this to them)***

[Encl.]