**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, 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]/ [Case Number]***

***[Date]***

Dear ***[Employee Title, Employee Name],***

**Re: Investigation Meeting Outcome – hearing recommended**

I write to confirm the outcome of the (\*delete as appropriate)**\*telephone call \*meeting \*conversation**on ***[date]***. The purpose of this (\*delete as appropriate)**\*telephone call \*meeting \*conversation** was to advise you of the outcome of the investigation into the allegation that you ***[state allegation including date of alleged incident and any other appropriate details e.g. resulting in a complaint from a donor]***

The investigation was carried out by ***[name, job title]*** as Investigating Officer, (\*delete as appropriate)*\*supported by* ***[name, job title].***

Attending this **\*telephone call \*meeting \*conversation** were ***[Names of Attendees]****. (If no representative was present include the following sentence).* You confirmed that you were happy to continue without a representative being present.

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

***[Summarise details of mitigation]***

As discussed on ***[date]*** the outcome of the investigation was sent to ***me as* the senior manager** to review the findings of the report. I recommended the case be referred to a full disciplinary panel.

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 disciplinary action may be taken against you up to and including dismissal.

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

**NB *(If you are not including the management statement of case, you need to ensure the investigation officer knows they must send a copy to the employee in advance of panel meeting)***

You will be given an opportunity to present your case. Please notify (\*delete as appropriate) ***\****me or ***\*[name, job title]*** of any witnesses you may wish to call in order that I may ensure that they are able to have time off work, if appropriate. You are required to submit any relevant documentation in support of your case to me by ***[date]***.

The Disciplinary panel will consist of (\*delete as appropriate) ***\****myself OR \*[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. If you are bringing a representative/work colleague, please call/email me prior to the meeting to confirm who they will be and their capacity (include contact details if employee not at work).

Please confirm your attendance by ***[date]***.Should you fail to attend, the panel may decide in your absence.

(\*delete as appropriate)\*You will remain suspended from(\*delete as appropriate) \*all \*part of your duties, until this matter has been concluded.

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 call the 24-hour telephone line on **0800 716017**.  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.

If there is anything you are unsure of or wish to seek clarification, please do not hesitate to contact me.

*All details of this process under the Disciplinary policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.*

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:]***

***[Encl.]***