Royal Liverpool Hospital

Prescot Street

Liverpool

L7 8XP

Tel: 0151 706 2000

Aintree University Hospital

Longmoor Lane
Liverpool
L9 7AL

Tel: 0151 525 5980

**Private & Confidential**

<Name>

<Address line 1>

<Address line 2>

<City>

<Postcode>

<Date>

Dear <Name>

Re: **Fast Track Disciplinary Hearing**

I am writing regarding your Disciplinary Fast Track Request Form / notification requesting the allegations of misconduct to be investigated in line with the Trust Fast Track Disciplinary policy, dated **(INSERT DATE)**. I write to inform you that your request has been accepted by your line manager. Therefore, you should attend a Fast Track Disciplinary Hearing with me to consider the following allegation(s) of misconduct the basis of which you signed as accepting on your form (copy enclosed):

This hearing will be conducted under the Fast Track Process of Trust’s Disciplinary Policy and Procedure (copy enclosed). The purpose will be to decide on the appropriate disciplinary sanction.

Detailed below are the arrangements for this meeting

 Location:

 Date:

 Time:

You have a right to be accompanied at this hearing by a union representative or work based colleague, it is your responsibility to organise this support. I would be grateful if you could inform me if you are to be accompanied prior to the day of the hearing. A representative from HR will also be present **(Delete if not applicable)**.

Under the Fast Track Process only witnesses relevant to the sanction can be called.

You should be aware that the outcome of this hearing could be that you receive a sanction up to and including a final written warning.

You should be aware that you received a first written on [insert date] which will be taken into account. **(Delete if not applicable)**

You now have a final opportunity to decline the offer of the fast track process and request a full investigation and disciplinary hearing. If you elect to take this course of action you should inform us prior to the day of the hearing by emailing **(INSERT HR REPRESENTATIVE CONTACT DETAILS),** You will not suffer any detriment if you choose to proceed with your right to a full disciplinary hearing.

If you have any queries in advance of the hearing, please contact me.

Yours sincerely

<**Name**>

<Jot title>

<contact number>