

Ref:

Date:

Dear

(Note to Employer - please amend or delete as required)

ALLEGATION OF SERIOUS MISCONDUCT

We have received an allegation of serious misconduct by you.

This serious misconduct was alleged to have taken place: **(date/time/location)**

You are alleged to have: **(describe misconduct)**

A meeting to discuss this allegation has been set for: **(time/date/place)**

If you wish, you may bring a support person to this meeting.

Please note that if established, your alleged misconduct could result in disciplinary action or the termination of your employment with us.

Yours sincerely

Name, Title