

# APPENDIX 11 Model Letter 8 – Invite for a Witness to Attend a Hearing

Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Invite to a Disciplinary Hearing as a Witness**

Further to our conversation on [date], thank you for agreeing to attend as a witness at the following disciplinary hearing:

Date:

Time:

Venue:

Please ask for [name] on arrival. We will ask you to wait in a separate room until you are called into the Hearing. Unfortunately we are unable to give you a definite time slot for when you will be needed due to the nature of the meeting.

Throughout the course of the disciplinary procedure, it is expected that all parties will maintain strict confidentiality and only discuss the case with those directly involved or their work colleague or trade union representative.

A copy of your witness statement is attached to this letter.

We understand that this may be a stressful time for you and we are grateful for your co-operation in this process.

If you have any queries, please contact [name, designation] on [telephone number]***.***

Yours sincerely

Investigating Officer

**Name and Designation**

**Copy to:** Manager/Headteacher/Chair of Governors

HR

Investigating Officer

Chair and members of the Committee