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Owen Coe
56 Union Street
Desborough
Kettering
Northamptonshire
NN14 2RJ

Date 13.01.2020

Dear Mr Coe,

Further to your investigatory meeting held on 09.01.2020, I am writing to confirm the decision communicated to you by Louisa Duncan Assistant Manager.

You are required to attend a disciplinary meeting on Thursday 16th of January at 18:00pm as a result of your levels of absence.

The interview will be conducted by David Rhodes General Manager with Andre Lines Trainee manager in attendance as note taker.

You are entitled, if you wish, to be accompanied by another work colleague or your trade union representative.

Please inform a Duty Manager if you intend to be accompanied no later than 4pm 15.01.2020, so that arrangements can be made for them to be in attendance.

I have enclosed a copy of the disciplinary policy and minutes from the investigatory hearing for you reference.

Yours sincerely

A handwritten signature in dark ink, appearing to read "P. Bennett", written over a light blue horizontal line.

Paul Bennett
Human Resources Officer