Please quote: **REFERENCE**

(2 returns)

**SUBURB (IN CAPS) [2 SPACES] STATE (IN CAPS) [2 SPACES] POSTCODE**

(2 returns)

Dear

I have received [*a report/an investigation report/a statement/information*] dated [*insert date*] [*prepared/provided*] by [*investigator/complainant/internal consultant/external consultant*] concerning allegations [*insert overview of allegation(s)*]

The particulars of these allegations are as follows:

* Allegation 1 [*insert*]
* insert the relevant part of the report/evidence relating to the allegation that is being relied on
* insert the section of the *Public Service Act 2008* (PSA), Code of Conduct or policy which has allegedly been breached and how the allegation, if proven, would establish grounds for discipline under s187 of the PSA.
* Allegation 2 [if relevant repeat particulars for any additional allegation(s)].

A copy of [*refer to all documents enclosed e.g. relevant provisions from Chapter 6 of the PSA, other relevant legislation, discipline guideline, the Code of Conduct (or relevant extracts); the investigation report (or relevant extracts), witness statements, copies of relevant hard and electronic documents*] are enclosed for your consideration.

Section 187 of the PSA provides that a chief executive may discipline an employee if they are reasonably satisfied that a discipline ground has been established. In accordance with [insert description of delegation e.g. HR delegations of XX date] I have been delegated the functions of the chief executive for this matter.

You are invited to respond in writing why a disciplinary finding should not be made against you on the ground of [*insert specific section here e.g. section 187(1)(a)*]. Your response should provide any explanation you believe is relevant. In providing natural justice to you, no final decision will be made about [*insert numbered allegations*] until you have had the opportunity to formally respond.

You are required to provide your response marked ‘Private and Confidential’ to me within 14 days [or relevant timeframe] from the date of receipt of this letter. If no response is received within this time, I will make a final decision based on the material I currently have.

Please be aware that matters which are the subject of this disciplinary process are to remain confidential. This will safeguard the integrity of the process. Consequently, you are directed to not discuss this matter with your work colleagues or any person likely to have information relevant to the allegation(s) against you, other than your union, legal representative or support person. If, however, to assist you in your response, you wish to approach particular colleagues, please discuss this with your contact officer, [XX] to determine appropriate arrangements. You are further reminded that your obligations under the Code of Conduct continue to apply throughout and following the conclusion of the disciplinary process.

Please be advised that the [insert name of department’s employee assistance service] is available to departmental employees. The service is a confidential counselling and support service and is available on [*insert telephone number*]. You may also wish to seek advice and assistance from your union.

If you have any questions about the contents of this letter please do not hesitate to contact [insert name of contact] on telephone number xxx.

Yours sincerely

Decision Maker

**[Address Block]**