## Invitation to show cause meeting – template

**Instructions**

On company letterhead.

This letter needs to be customised by the user for their specific circumstances.

This template letter is for use when inviting an employee to a meeting to determine whether their employment will be terminated, or not, as a result of misconduct or performance related issues.

If the ‘show cause’ meeting relates to ongoing poor performance, members should ensure the employee has had previous warnings and opportunities to improve.

If the ‘show cause’ meeting relates to misconduct by an employee, members should ensure the misconduct is of a serious enough nature to contemplate termination of employment.

Any decision to terminate an employee’s employment needs to be well considered, have been appropriately investigated, and based on all facts known at the tme, and determined after consideration of any representations made by the employee at such a meeting.

We recommend you seek advice prior to making a decision to terminate.

[*Employee name and details*]

[*Date*]

Dear [*employee name*],

**Invitation to attend show cause meeting**

I am writing to formally confirm that your recent alleged *[misconduct/poor performance*] on *[insert date]* has prompted an investigation by the business. Specifically, you are alleged to have:

[*list details of misconduct/poor performance and include relevant dates*]

This letter serves to put you on formal notice that you are required to attend a meeting with [*insert name of manager and other individuals who will be present*] on [*insert date*] at [*insert time*] to show cause why your employment should not be terminated. You will be given an opportunity to respond to each allegation of [*misconduct/poor performance*] at the meeting.

Please advise should you wish to bring a support person to this meeting.

*[Insert the following sentence if the employee is subject to a current warning]* I note you are currently subject to a warning dated [*insert date*].

*[Insert the following sentence if employee will be suspended on full pay]* You will be suspended on full pay until *[date of meeting].*

Yours faithfully,

…………………………………………………..

*[Signed by appropriate manager]*

[*Position title*]