**Template – Hearing Notification email**

Dear [Name of Complainant/Respondent],

I wish to inform you that after considering all documentation and correspondence regarding the complaint submitted by [Name of Complainant] against [Name of Respondent] on the [Date] a hearing has been deemed suitable to resolve this matter. Please see attached Hearing Notification form outlining all details in relation to the hearing.

The hearing has been set for the following:

* [Date of Hearing]
* [Time of Hearing]
* [Venue of Hearing]

The Complaints and Disciplinary Committee please request that you provide us with all details of individuals you seek to attend the hearing as either a representative or witnesses you wish to call on. Please can you provide these details by the [Date].

If you wish to submit any further written documentation that you will rely on in the hearing, this will need to be provided by the [Date]

I can confirm that all members of the CDC have declared no interest in the outcome of the hearing and I also attach the hearing process document which outlines how the hearing will take place on the day.

Kind regards,

X