**Disciplinary Opening Statement Example**

The purpose of the opening statement is to:

* describe your case very briefly
* tell the manager what remedy, decision, or outcome you are seeking
* outline the main points of your case
* tell the manager what evidence you will be submitting. (You do not actually submit your evidence at this point.)

**[Date]**

**[Your Name]**

This opening statement has been prepared by [your name] for the purpose of the/this disciplinary meeting to be held/being held on [date] at [the address where it is being held].

It has been alleged that:

[Outline the allegation(s) against you; **use the exact wording the employer has used in the letter they sent you**]

I do not agree that I have committed this offence because [state your reasoning/main points of your case].

If [whatever is alleged] actually took place then it was not my fault because [outline your reasoning/main points of why you are not responsible]. I do not agree that this was my fault and any sanction imposed on me as a result will be unfair.

I have these copies of [e-mails/letters/telephone conversations] and [name of person(s)] have completed this/these statements confirming my version of events.

I have been a loyal employee for [length of service] I enjoy my job and I enjoy working for [name of company] and I wish to continue working here. I am more than happy to answer any questions or concerns you have about me and I have and will continue to cooperate with you so that a fair and just resolution is reached.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_