

Disciplinary Hearing Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notice of Disciplinary Hearing

Dear [Employee Name],

This letter serves as a formal notification of a disciplinary hearing to evaluate your conduct within the organization.

The details of the hearing are as follows:

- **Date:** [Insert Hearing Date]
- **Time:** [Insert Hearing Time]
- **Location:** [Insert Location]

During this hearing, we will discuss the concerns regarding your conduct, which has been reported and reviewed as part of the evaluation process.

You have the right to bring a representative or colleague to the hearing for support. Please confirm your attendance by [Insert Confirmation Deadline].

If you have any questions or require further information, do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]