

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Subject: Notice of Disciplinary Hearing

Dear [Employee's Name],

This letter serves as a formal notification of a disciplinary hearing scheduled to discuss the allegations against you regarding [briefly explain the reason for the hearing].

The hearing will take place on [date] at [time] in [location]. You are required to attend this hearing to provide your account of the events in question.

Please be informed that you have the right to be accompanied by a representative or a colleague. Should you wish to bring someone, please inform us in advance.

It is important that you understand the seriousness of this matter, and we encourage you to prepare any statements or evidence you wish to present.

If you have any questions regarding this process or if you are unable to attend at the specified time, please contact [name or department] at [contact information] as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]