

# Disciplinary Hearing Engagement Letter

Dear [Employee's Name],

We are writing to formally invite you to a disciplinary hearing regarding issues that have been raised concerning your conduct/performance. The hearing will take place on [Date] at [Time] in [Location].

During the hearing, you will have the opportunity to present your side of the story and provide any feedback you may have regarding the matters at hand. Please feel free to bring any supporting documentation or witnesses you believe will assist in your case.

It is important that you attend this hearing as it will give you the chance to respond to the allegations. If you cannot attend, please notify us as soon as possible, and we will try to accommodate a different date.

We appreciate your cooperation in this matter and look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]