

Disciplinary Hearing Invitation

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

You are hereby invited to attend a disciplinary hearing scheduled for [Date] at [Time]. The hearing will take place at [Location].

The purpose of this hearing is to discuss the following allegations against you:

- [Allegation 1]
- [Allegation 2]
- [Allegation 3]

Please be informed that you have the right to be accompanied by a colleague or a union representative during this hearing.

It is important that you attend this meeting, as it relates to your employment with [Company Name]. If you fail to attend, the hearing may proceed in your absence, and a decision may be made based on the available information.

Please confirm your attendance by [RSVP Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]