

Disciplinary Hearing Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice of a disciplinary hearing regarding a violation of company policy that occurred on [insert date of incident]. The specific policy in question is [insert policy violated].

The hearing will take place on [insert date] at [insert time] in [insert location]. You are invited to attend with a representative if you choose. During this hearing, you will have the opportunity to explain your side of the situation and present any evidence or witnesses you believe are relevant.

Please confirm your attendance by [insert date]. Failure to attend may result in a decision being made in your absence.

We take policy violations seriously and aim to ensure a fair and thorough process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]