

Disciplinary Hearing Notification

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 notification that a disciplinary hearing will be held regarding allegations of misconduct concerning your conduct on [insert specific date or dates].

The details of the hearing are as follows:

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

The purpose of this hearing is to provide you with an opportunity to respond to the allegations against you, which include [briefly outline the allegations]. You have the right to present evidence and call witnesses to support your case.

If you wish, you may bring a representative to the hearing. Please confirm your attendance by [insert RSVP date]. Failure to attend may result in a decision being made in your absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]