

Disciplinary Hearing Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Subject: Notification of Disciplinary Hearing

Dear [Employee's Name],

This letter serves to formally notify you of a disciplinary hearing scheduled for [insert date] at [insert time]. The hearing will take place at [insert location]. The purpose of this meeting is to discuss the concerns regarding your conduct/performance as outlined in previous communications.

Outline of the Hearing Agenda:

- Introduction of Participants
- Explanation of the Process
- Presentation of Facts/Evidence
- Employee's Response
- Discussion
- Conclusion and Next Steps

You have the right to be accompanied by a colleague or a union representative during the hearing. Please confirm your attendance by [insert date].

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]