

Disciplinary Hearing Reminder

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Department]

Subject: Reminder of Disciplinary Hearing

Dear [Employee's Name],

This is a reminder regarding your upcoming disciplinary hearing scheduled for [Date] at [Time]. The hearing will take place at [Location].

As previously communicated, the purpose of this hearing is to discuss the concerns regarding your [specific issue or behavior]. It is important to take this matter seriously and to prepare adequately.

Please ensure your attendance as your input is vital in this process. You have the right to bring a representative or support person with you if you choose.

If you have any questions or need to reschedule, please contact me as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]