

# Disciplinary Hearing Attendance Request

**Date:** [Insert Date]

**To:** [Employee's Name]

**Position:** [Employee's Position]

**Department:** [Employee's Department]

Dear [Employee's Name],

This letter is to formally invite you to attend a disciplinary hearing scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

The purpose of this hearing is to discuss the allegations regarding [briefly state the nature of the allegations]. You will have the opportunity to present your side of the story and any evidence you wish to provide.

Please confirm your attendance by [Insert Deadline for Response]. If you are unable to attend on the scheduled date, please inform us as soon as possible to arrange an alternative date.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]