

Disciplinary Hearing Summons

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

You are hereby summoned to attend a disciplinary hearing regarding your performance review. The details of the hearing are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Attendees:** [List Attendees]

The purpose of this hearing is to discuss the concerns regarding your performance and to provide you an opportunity to respond to these concerns. Please prepare any relevant information you wish to present during this hearing.

You have the right to be accompanied by a representative of your choice, such as a colleague or union representative.

Failure to attend this hearing without a valid reason may result in a decision being made in your absence.

If you have any questions or require further clarification, please do not hesitate to contact [Contact Person] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]