

Disciplinary Hearing Invitation

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are writing to formally invite you to a disciplinary hearing regarding [brief description of issue, e.g., "your recent conduct and performance"]. This hearing will give you an opportunity to respond to the allegations made against you.

The details of the hearing are as follows:

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

You have the right to be accompanied by a colleague or a trade union representative during the hearing. Please confirm your attendance by [Insert Confirmation Date]. If you are unable to attend on the proposed date, please inform us as soon as possible to arrange an alternative.

Thank you for your attention to this matter. We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]