

Disciplinary Action Hearing Notification

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Notice of Disciplinary Action Hearing

Dear [Employee Name],

This letter serves as a formal notification of a disciplinary action hearing scheduled for [Insert Date and Time] at [Insert Location]. The purpose of this hearing is to address the concerns regarding your conduct/performance related to [briefly describe the issue].

You are required to attend this hearing, during which you will have the opportunity to present your side of the story and any evidence that may be relevant to this case.

Please be advised that you have the right to bring a representative with you to the hearing if you choose.

If you have any questions regarding this notification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]