

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Subject: Disciplinary Inquiry Hearing Notification

We are writing to inform you that a disciplinary inquiry hearing has been scheduled regarding [brief description of the issue, e.g., your conduct on [date], related to [specific incident]].

The hearing will take place on [date] at [time] in [location]. The purpose of the hearing is to discuss the allegations against you and to provide you with an opportunity to respond.

You are entitled to be accompanied by a colleague or a union representative during this hearing. Please confirm your attendance by [RSVP deadline].

If you require any further information or wish to discuss the matter before the hearing, please do not hesitate to contact [name and position] at [contact information].

We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]