

Disciplinary Session Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Insert Employee Name],

This letter serves to formally notify you of a scheduled disciplinary session regarding recent conduct that does not align with company policies. This meeting will provide an opportunity for you to discuss the matter and present your perspective.

Details of the Session:

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

Please make every effort to attend this important meeting. If you are unable to attend, you must notify us in advance and provide a valid reason for your absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]