

Employee Conduct Hearing Advisory

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Advisory for Employee Conduct Hearing

Dear [Employee's Name],

This letter serves to formally notify you of a conduct hearing scheduled to discuss the allegations against you concerning [briefly state the nature of the allegations]. The hearing has been scheduled for [date and time] at [location].

You have the right to bring a representative with you to this hearing. Please confirm your attendance or suggest an alternative date if you are unable to meet at the scheduled time.

During the hearing, you will have the opportunity to present your case and respond to the allegations. It is essential that you arrive prepared with any supporting documentation or evidence you wish to discuss.

If you have any questions regarding this hearing, please feel free to reach out to me at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Position]