

# Employee Disciplinary Hearing Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter is to formally notify you of a disciplinary hearing scheduled to address concerns regarding your conduct and performance as an employee at [Company Name]. The hearing will take place on [Date] at [Time] in [Location].

The purpose of this hearing is to discuss the following matters:

- [Describe the specific concerns or incidents]
- [Include any relevant details or context]

You are entitled to have a representative present during the hearing, and you may also present any evidence or witnesses that you feel are necessary to support your case.

Please confirm your attendance at the hearing by [Insert Response Date]. If you have any questions or require further information, do not hesitate to reach out to me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]