

# Formal Disciplinary Hearing Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as a formal notice for a disciplinary hearing regarding [specific allegation or behavior] that was reported on [date of incident].

The hearing will take place on [date and time] at [location]. You are required to attend this meeting to discuss the matter and to provide your account of the incident.

Please be aware that you have the right to be accompanied by a representative or colleague during this hearing. If you wish to have someone present, please notify us in advance.

This meeting is an opportunity for you to respond to the allegations made against you and for us to consider your explanation before making any decisions.

If you have any questions or require further information, please do not hesitate to contact [contact person's name] at [contact information].

We look forward to your prompt attendance during the scheduled hearing.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]