

Invitation to Disciplinary Hearing

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

You are hereby invited to attend a disciplinary hearing regarding [briefly describe the nature of the issue, e.g., "your recent conduct at work," "violation of company policy," etc.].

The hearing will take place on [insert date] at [insert time] in [insert location]. This matter is serious, and your attendance is essential.

You have the right to be accompanied by a colleague or a union representative. Should you wish to have someone accompany you, please inform us prior to the hearing.

Failure to attend this hearing without a valid reason may result in decisions being made in your absence.

Please confirm your attendance by [insert confirmation deadline].

Thank you for your attention to this important matter.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]