

Notice of Disciplinary Hearing

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as formal notice of a disciplinary hearing concerning allegations of [briefly describe the allegations]. The hearing will take place on [insert date and time] at [insert location].

Please be aware of the following details regarding the hearing:

- Nature of Allegations: [Outline specific allegations]
- Right to Representation: You are entitled to have a representative accompany you during the hearing.
- Documentation: You are encouraged to bring any documents you believe are relevant to your case.

We take these matters seriously and wish to ensure a fair process for all parties involved. If you have any questions or require further information, please do not hesitate to contact [HR contact name and details].

We look forward to your attendance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]