

# Occurrence Notice for Disciplinary Hearing

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal notice regarding a disciplinary hearing that has been scheduled in response to your recent conduct on [Insert Date of Incident].

The hearing will take place on [Insert Date and Time] at [Location]. The purpose of this meeting is to discuss the following incident(s):

- [Description of the incident or behavior]
- [Any additional incidents if applicable]

Please be aware that you have the right to be accompanied by a representative or colleague during this hearing.

The potential outcomes of this hearing may include but are not limited to:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

We look forward to your participation in this important meeting.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]