

Disciplinary Hearing Invitation

Date: [Insert Date]

To: [Director's Name]

From: [Board Chair's Name]

Subject: Invitation to Disciplinary Hearing

Dear [Director's Name],

This letter serves as an official invitation to a disciplinary hearing scheduled for [insert date and time] at [insert location]. The purpose of this hearing is to discuss the [nature of the allegations/concerns] that have been brought to our attention regarding your conduct as a director of [Company Name].

Please be prepared to present your side of the story and any evidence or witnesses you wish to bring forth. You have the right to be accompanied by a representative if you so wish.

The hearing will be conducted by [insert names or positions of those conducting the hearing], and you will be notified of the outcome in a timely manner following the hearing.

If you have any questions or need to reschedule, please contact me directly at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Board Chair's Name]

[Board Chair's Title]

[Company Name]

[Contact Information]