

Invitation to Disciplinary Meeting

Dear [Volunteer Name],

We are writing to inform you that a disciplinary meeting has been scheduled regarding your recent conduct as a volunteer with [Organization Name]. This meeting is an opportunity for you to discuss the matters concerning your involvement.

Details of the Meeting:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

You are entitled to bring a support person to this meeting if you wish. Please confirm your availability or provide an alternative time if you cannot attend.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]