

Disciplinary Action Meeting Notification

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Department: [Department Name]

Dear [Employee Name],

This letter is to formally notify you of a disciplinary action meeting scheduled for [insert date and time] at [insert location]. The purpose of this meeting is to discuss [briefly describe the reason for the meeting, e.g., violation of company policy, performance issues, etc.].

It is important that you attend this meeting as we will review the situation and the relevant facts. You have the right to bring a representative or colleague to assist you during this meeting.

Please confirm your attendance by [insert date]. If you have any questions or need further clarification, feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]