

Formal Disciplinary Session Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Subject: Notice of Formal Disciplinary Session

Dear [Employee's Name],

You are hereby notified of a formal disciplinary session scheduled for [Insert Date] at [Insert Time]. The session will take place in [Insert Location].

The purpose of this session is to discuss the following matter(s):

- [Insert specific issue or incident]
- [Insert additional issue if applicable]

Please be aware that you have the right to bring a representative or support person with you to this session.

Should you have any questions regarding this notice, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]