

# Formal Invitation to Disciplinary Meeting

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

You are hereby invited to attend a disciplinary meeting scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Venue].

The purpose of this meeting is to discuss the recent concerns regarding your conduct, specifically [briefly state the issue]. Please be prepared to provide your account of the situation.

During this meeting, you have the right to be accompanied by a colleague or union representative. Please confirm your attendance by [Insert Confirmation Deadline].

We appreciate your attention to this matter and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]