

Invitation to Disciplinary Review Meeting

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Company's Name]

[Company's Address]

Dear [Employee's Name],

We are writing to formally invite you to a Disciplinary Review Meeting scheduled for [Insert Date and Time]. The meeting will take place at [Insert Location].

The purpose of this meeting is to review allegations of misconduct related to [briefly describe the issue]. You have the right to bring a representative or a colleague to support you during the meeting.

Please confirm your attendance by [Insert RSVP Deadline]. If you are unable to attend, kindly inform us as soon as possible to arrange an alternative time.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]