

# Notice of Disciplinary Hearing

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as formal notice of a disciplinary hearing concerning your conduct in the workplace. The details of the hearing are as follows:

**Date:** [Insert Hearing Date]

**Time:** [Insert Hearing Time]

**Location:** [Insert Location]

**Hearing Officer:** [Insert Name]

The purpose of this hearing is to discuss the following allegations:

- [Allegation 1]
- [Allegation 2]
- [Allegation 3]

You have the right to be accompanied by a colleague or union representative during the hearing.

Please confirm your attendance by [Insert Confirmation Deadline]. If you are unable to attend, please inform us as soon as possible so that alternative arrangements can be considered.

We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]