

Notice of Disciplinary Process

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as a formal notice that a disciplinary process will be initiated regarding your conduct on [specific date or time period]. The following issues have been noted:

- [Issue 1]
- [Issue 2]
- [Issue 3]

You are required to attend a meeting on [date and time] at [location] to discuss these matters. You have the right to have a representative present during this meeting.

Failure to attend without a valid reason may result in further action.

Sincerely,

[Your Name]

[Your Position]

[Company Name]