

Notice of Employment Disciplinary Review

Date: [Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notice of Employment Disciplinary Review

Dear [Employee's Name],

This letter serves as a formal notice regarding an upcoming disciplinary review concerning your recent conduct in the workplace. We have scheduled a meeting to discuss the matter in detail.

Meeting Details:

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Location]

It is important that you attend this review to discuss the concerns raised and to provide your perspective on the matter. Please be aware that you have the right to bring a representative or support person to the meeting if you wish.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]