

Date: [Insert Date]

To: [Employee Name]

Subject: Schedule for Disciplinary Discussion

Dear [Employee Name],

This letter is to inform you that a disciplinary discussion has been scheduled regarding [briefly state the issue, e.g., "your recent conduct"]. The details of the meeting are as follows:

Date: [Insert Date of Meeting]

Time: [Insert Time of Meeting]

Location: [Insert Location]

We encourage you to come prepared to discuss this matter. You have the right to be accompanied by a colleague or a trade union representative during this meeting.

Please confirm your attendance by [insert confirmation date]. If you are unavailable at the scheduled time, please contact me at your earliest convenience to arrange an alternative.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]