

Notice of Disciplinary Action Meeting

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter is to formally notify you that a disciplinary action meeting has been scheduled for [Insert Date and Time]. The meeting will take place at [Insert Location].

The purpose of this meeting is to discuss the following issues:

- [Briefly describe the first issue]
- [Briefly describe the second issue]
- [Additional issues, if any]

You are encouraged to bring any documentation or evidence that you believe is relevant to this matter. Additionally, you may have a representative or support person present during the meeting.

Please confirm your attendance by [Insert Confirmation Deadline]. If you are unable to attend, please notify us as soon as possible to reschedule.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]