

Notification of Disciplinary Proceedings

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as formal notification that disciplinary proceedings will be initiated regarding your conduct. This action is being taken due to [briefly state the reason for the proceedings, e.g., violation of company policy, misconduct, etc.].

The proceedings will take place on [insert date and time] at [insert location]. You are entitled to present your case and provide any supporting evidence or witnesses that you believe are necessary.

Please acknowledge receipt of this notification by signing and returning the enclosed copy of this letter.

We understand that this may be a stressful time, and we are here to support you through this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Enclosure: Copy of Notification