

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject: Notice of Disciplinary Meeting**

Dear [Employee Name],

You are required to attend a formal disciplinary meeting to discuss concerns regarding your [conduct/performance].

**Meeting Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Meeting Room or Link for Virtual Meeting]
- **Chairperson:** [Insert Name of Manager]

**Purpose of the Meeting:**

The meeting is being held to address the following allegations:

- [Insert specific allegation 1]
- [Insert specific allegation 2]

**Possible Outcomes:**

Please be advised that a potential outcome of this meeting is disciplinary action, which may include [a first/final written warning or dismissal]. No decision will be made until you have had the opportunity to respond to the allegations.

**Right to be Accompanied:**

You have the right to be accompanied at this meeting by a colleague or a trade union representative. If you wish to bring a companion, please provide their name to [Name of Contact] by [Insert Date/Time].

**Documentation:**

Attached to this letter are copies of [list documents, e.g., witness statements, reports, or data] which will be referred to during the meeting.

Please confirm your attendance by replying to this letter.

Yours sincerely,

[Your Name]

[Your Title]

[Company Name]