

[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

To: [Employee Name]
Subject: Notice of Formal Disciplinary Hearing

Dear [Employee Name],

You are required to attend a formal disciplinary hearing to discuss allegations of professional misconduct/performance issues regarding:
[List specific allegations/incidents here].

The hearing will take place at the following time and location:

- **Date:** [Date of Hearing]
- **Time:** [Time of Hearing]
- **Location:** [Meeting Room/Video Link]

The hearing will be chaired by [Name of Chairperson] and [Name of Note Taker] will also be present. Copies of the evidence that will be considered are attached to this letter for your review.

You have the right to be accompanied to this meeting by a colleague or a trade union representative. Please confirm the name of your companion, if any, prior to the meeting.

Please be advised that a potential outcome of this hearing may include [List potential sanctions, e.g., a written warning / final written warning / dismissal].

Please confirm your attendance by [Deadline Date/Time]. if you have any questions regarding the process, please contact [Contact Person Name].

Yours sincerely,

[Your Signature]
[Your Name]
[Your Job Title]