

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Supervisor/HR Manager Name]

**Subject:** Notification of Disciplinary Meeting

Dear [Employee Name],

This letter is to formally notify you that you are required to attend a disciplinary meeting to discuss concerns regarding your [conduct/performance/attendance].

**Meeting Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Room Name or Video Link]
- **Attendees:** [List Names of Participants]

The specific issues to be discussed are as follows:

[Briefly describe the incident or performance issue, including dates and policy violations if applicable].

During this meeting, you will have the opportunity to respond to these concerns and provide any relevant information or explanation. Please bring any documentation you feel is necessary to support your position.

You are entitled to be accompanied to this meeting by [a colleague or a union representative, if applicable]. Please notify us by [Date/Time] if you intend to bring a representative.

Please note that a final decision regarding any disciplinary action will not be made until the meeting has concluded and all information has been reviewed.

Please confirm your receipt of this letter and your attendance at the meeting by replying to this email or signing below.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this notification and understand the purpose of the scheduled meeting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_