

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Disciplinary Review Meeting

Dear [Employee Name],

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

Meeting Details:

- **Date:** [Date of Meeting]
- **Time:** [Time]
- **Location:** [Meeting Room/Online Link]
- **Chairperson:** [Name of Manager/HR Representative]

Purpose of the Meeting:

The purpose of this meeting is to review the following allegations/issues:
[Insert specific details of the incident or performance issue here.]

Supporting Evidence:

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

Your Rights:

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] by [Date/Time].

Please be advised that a potential outcome of this meeting could be formal disciplinary action, up to and including [level of warning or dismissal]. You will have a full opportunity to provide your explanation and present any relevant evidence during the meeting.

Please confirm your attendance by contacting [Name] at [Phone Number/Email] no later than [Date].

Yours sincerely,

[Signature]

[Printed Name]

[Job Title]