

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

**To:** [Employee Name]  
**Position:** [Job Title]

**Subject: Notice of Disciplinary Meeting**

Dear [Employee Name],

I am writing to require your attendance at a formal disciplinary meeting to discuss allegations of a breach of conduct. The meeting will take place at [Time] on [Date] at [Location/Virtual Link].

The meeting is being held to investigate the following allegations:

- [Description of specific incident or behavior]
- [Date/Time the incident occurred]
- [Reference to specific company policy or code of conduct breached]

Copies of the evidence that will be referred to during the meeting are attached to this letter, including: [List attachments, e.g., witness statements, emails, or reports].

The meeting will be chaired by [Name of Chairperson] and [Name of Note Taker] will also be present.

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

Please be advised that a potential outcome of this meeting could be formal disciplinary action, up to and including [Type of Warning or Dismissal].

Please confirm your receipt of this letter and your attendance at the scheduled time.

Yours sincerely,

[Signature]

[Name of Manager]  
[Title]