

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

[Date]

[Employee Name]
[Employee Address]

Subject: Notice of Formal Disciplinary Meeting - Performance Concerns

Dear [Employee Name],

I am writing to invite you to a formal disciplinary meeting to discuss your recent work performance. This meeting is being held in accordance with the company's disciplinary procedure.

The meeting will take place on [Date] at [Time] at [Location/Online Meeting Link]. The meeting will be chaired by [Manager Name].

The specific areas of concern regarding your performance are as follows:

- [Detail specific performance issue 1]
- [Detail specific performance issue 2]
- [Detail specific performance issue 3]

The purpose of this meeting is to allow you the opportunity to respond to these concerns and to provide any explanations for the performance levels identified. We will also discuss any support or training that may be required.

Please be advised that a possible outcome of this meeting is a formal disciplinary warning, up to and including [level of warning, e.g., a First Written Warning].

You have the right to be accompanied at this meeting by a work colleague or a trade union representative. If you wish to be accompanied, please provide the name of your companion prior to the meeting.

Copies of any documents that will be referred to during the meeting are attached for your review. If you have any documents or evidence you wish to present, please provide them by [Date/Time].

Please confirm your attendance by [Date].

Yours sincerely,

[Signature]

[Printed Name]
[Job Title]