

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Disciplinary Meeting Regarding Violation of Company Policy

Dear [Employee Name],

This letter is to formally notify you that you are required to attend a disciplinary meeting to discuss an alleged violation of company policy. Specifically, the meeting will address the following issue(s):

[Insert brief description of the policy violation, e.g., Unexcused absence on Date, Breach of Confidentiality, etc.]

This behavior may be in violation of [Insert Specific Policy Name/Section from Employee Handbook].

The meeting is scheduled as follows:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Room Name or Virtual Link]

Attendees: [Insert names of managers/HR staff present]

The purpose of this meeting is to allow you to respond to these allegations and provide any relevant information before a decision is made regarding potential disciplinary action. Disciplinary action may include, but is not limited to, a formal warning, suspension, or termination of employment.

You [are/are not] entitled to bring a witness or representative to this meeting.

Please confirm your receipt of this letter and your attendance by [Insert Time/Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]