

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Mandatory Disciplinary Meeting

Dear [Employee Name],

This letter serves as formal notification that you are required to attend a mandatory disciplinary meeting to discuss concerns regarding your [conduct/performance/attendance].

Meeting Details:

- **Date:** [Date of Meeting]
- **Time:** [Time]
- **Location:** [Office Room Number / Virtual Link]
- **Attending:** [Name of Supervisor/Manager] and [Name of HR Representative]

Purpose of the Meeting:

The meeting is being held to address the following issues:

- [Description of incident or performance issue 1]
- [Description of incident or performance issue 2]

During this meeting, you will be given the opportunity to respond to these concerns and provide any relevant information or explanation. Please bring any documentation you believe is pertinent to this matter.

Please be advised that this meeting may result in disciplinary action, up to and including termination of your employment.

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

Your attendance is mandatory. If you are unable to attend at the scheduled time due to an emergency, you must contact [Contact Name] at [Phone Number/Email] immediately to reschedule.

Sincerely,

[Signature]

[Name of Sender]

[Title]

Acknowledgment of Receipt:

I acknowledge that I have received this notice and understand the requirement to attend the meeting as scheduled.

Signature: _____ Date: _____