

(1) Notice of disciplinary meeting

Dear..... Date

I am writing to tell you that you are required to attend a disciplinary meeting on at am/pm which is to be held in At this meeting the question of disciplinary action against you, in accordance with the Company Disciplinary Procedure, will be considered with regard to:

.....
.....
.....
.....
.....

You are entitled, if you wish, to be accompanied by another work colleague or your trade union representative.

Yours sincerely

Signed Manager

SAMPLE