**[THIS LETTER SHOULD BE PRINTED ON COMPANY LETTER HEAD PAPER]**

Template Letter - Discipline Meeting Invite (Performance or Misconduct)

Sample

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| Sample Letter  This template letter is ready to be tailored to your company’s needs and should be considered a starting point.  Disclaimer: This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this document.  Important Note: The content of these templates is legally compliant if correctly used and applied. However, it is your responsibility to ensure you choose the appropriate template/s and clause option/s for your particular circumstances (e.g., award covered vs. award free, fixed term vs. permanent, salary vs. wages, etc.). Before issuing any contract template using HR Expert Australia, you should always re-read and consider the final document carefully to ensure it aligns with your particular legal, commercial and organisational needs. These needs may differ from business to business and from employee to employee. If you are not sure about the meaning or consequences of any provisions in the document/s that you generate, we recommend you seek professional advice in relation to your particular circumstances. HR Expert Consulting International Pty Limited and HR Expert Australia does not provide this service, but upon request, we can refer you to a Human Resources and/or Legal Adviser to assist. |

[Date]

**Private & Confidential**

[Employee First Name & Surname]

[Address 1]

[Address 2]

[City]

[State & Postcode]

Dear [First Name],

**Re: Disciplinary Meeting Invite**

Further to the investigation meeting held on [DATE], I write to inform you that you are required to attend a discipline meeting on [DATE] at [TIME]. In attendance at this meeting will be myself and [MINUTE TAKER & POSITION TITLE] to take notes. The meeting will be held in [ROOM/OFFICE NAME].

The purpose of this meeting is to determine whether disciplinary action should be taken against you, in accordance with the Company’s Discipline & Termination Policy with regards to your [conduct/performance] relating to:

* [INSERT DETAILS OF THE INCIDENT HERE]

This meeting will take the format of a formal discipline hearing. You are entitled to be accompanied by a support person if you so wish (Please let me know as soon as possible if you wish to exercise this right, so that arrangements can be made for his / her attendance).

[DELETE THIS PARAGRAPH IF NOT APPLICABLE] If these allegations are found to be true, this may be deemed as serious misconduct, which under Company’s Discipline & Termination Policy could result in immediate termination of your contract of employment.

[NAME], should you have any queries regarding this meeting, please feel free to approach me directly.

Yours Sincerely,

[Manager Name]

[Manager Title]

cc; HR