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

Template Letter - Discipline Meeting Invite (Performance or Misconduct)

Sample

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 [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