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

Template Letter - Request to Attend Meeting Regarding Proposed Dismissal (For Cause)

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: Proposed Termination of your Employment**

I am concerned about [Main Concern]. In particular, I am concerned that:

* [INSERT DETAILS OF CONCERN HERE]

Based on my concerns, I am proposing to terminate your employment with [Insert Weeks of Notice Required under the Employment Contract / Award]. Before doing so, however, I wish to give you an opportunity to respond to these concerns and the proposed dismissal.

Accordingly, I require you to attend a meeting with me at [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].

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).

Please be aware that if you choose not attend this meeting without providing a reasonable excuse, I may move to terminate your employment without further notice to you.

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

Yours Sincerely,

[Manager Name]

[Manager Title]

cc; HR