

Formal disciplinary hearing letter for employee misconduct

Subject: Invitation to Disciplinary Hearing

Dear [Employee Name],

You are hereby invited to attend a disciplinary hearing scheduled for [Date] at [Time], to be held at [Location]. This hearing concerns recent allegations regarding [specific misconduct or issue].

Please be informed that you have the right to be accompanied by a colleague or trade union representative. During the hearing, we will discuss the matter in detail and consider any explanations you may provide.

It is expected that you attend the hearing promptly. Failure to attend may result in a decision being made in your absence.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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