

## **Preliminary digital notice for minor conduct issues**

Subject: Preliminary Disciplinary Hearing Notice

Hi [Employee Name],

We need to discuss a recent concern regarding [issue]. Please attend a preliminary disciplinary hearing on [Date] at [Time] via [platform/meeting room].

This meeting is an opportunity for you to provide your side and for us to understand the situation better. You may bring a representative if you wish.

Thank you for your cooperation.

Best regards,

[HR Manager Name]

[Position]

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