

Official letter for serious misconduct requiring formal hearing

Subject: Notice of Disciplinary Hearing

Dear [Employee Name],

Following an investigation into the incident on [Date], you are required to attend a disciplinary hearing concerning [specific serious misconduct]. The hearing is scheduled for [Date] at [Time] in [Location].

You are entitled to bring a colleague or union representative. The hearing will review all evidence and determine any disciplinary actions deemed necessary.

Your attendance is mandatory. Non-attendance may lead to action being taken without your input.

Sincerely,

[Director Name]

[Title]

[Company Name]

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