

Temporary notice pending investigation outcomes

Subject: Provisional Disciplinary Hearing

Dear [Employee Name],

This letter serves to notify you of a provisional disciplinary hearing regarding [issue]. The hearing will take place on [Date] at [Time] in [Location].

This meeting is part of an ongoing review and is intended to gather your input. You may have a representative present.

Please confirm your availability at your earliest convenience.

Regards,

[HR Manager Name]

[Company Name]

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