

Date

<Employee Name>
Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>,

Re: Invitation to Disciplinary Meeting

Further to our conversation on <Date>, we would like to invite you a disciplinary meeting to discuss and advise you of a matter that has come to our attention which presents <Company name> with cause for concern.

The purpose of the meeting is to discuss and seek your response to the following allegation(s) of misconduct: It is alleged that <insert details about the allegations, ie: date/time and details of incident/actions.>

It is also alleged that <insert details about the allegations, ie: date/time and details of incident/actions.>

This is/These are an alleged breach of the company <Employment Agreement or code of conduct> which states: <insert clauses from Employment Agreement or Code of Conduct which they have allegedly breached>

<Employee Name>, you have been counselled on this matter previously on <insert date and outcome of previous warnings or discussions>

It is important that we meet to discuss this matter in more detail. From this meeting, we seek to understand this matter further and to determine whether your actions are compliant with <your Employment Agreement or our code of conduct>. It will also give you an opportunity to explain your actions and add any comments you may have.

We propose that the meeting will take place on <insert date and time> at <insert location>. <Manager Name> and <another person attending the meeting on behalf of the company> will also attend the meeting.

You are entitled to bring a support person or representative to the meeting and we encourage you to do so. Please let me know by <Date> if you will be bringing a support person or representative, and who that person will be.

The outcome of the meeting could result in disciplinary action up to and including a <insert possible outcome>. You are requested to attend and exercise your rights at the meeting. If you do not attend the meeting, the meeting will proceed in your absence.

Please confirm your attendance at this meeting by <insert date and time>. If I do not hear from you by this time, I will assume that the meeting is confirmed.

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.

Insert Company
Logo

Yours sincerely

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to

encl: any documents that will be discussed at the meeting ie: code of conduct or
employment agreement, witness statements, customer complaints