

Insert Company  
Logo

Date

<Employee Name>  
Physical Address or email address  
Address

**Strictly Private and Confidential**

Dear <Employee Name>,

Further to the disciplinary meeting that was held on <insert date> we would like to invite you to a meeting to inform you of the company's decision.

This meeting will be held on <insert date and time> at <insert location>. Present at the meeting will be <insert company representatives>.

A decision will be communicated with you at this meeting. If it is found that you have breached <your employment agreement or our code of conduct> with <insert company name>, disciplinary action may be taken against you, up to and including <insert possible outcome as per your invitation to disciplinary meeting>. If you do not attend the meeting, the meeting will proceed in your absence.

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.

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.

Yours sincerely

Manager  
Manager Title  
**Company**

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