



<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

I am writing to inform you that you are required to attend a disciplinary meeting on <<Date>> at <<time>> am/pm which is to be held in <<Place>>.

At this meeting the question of disciplinary action against you, in accordance with the Company Disciplinary Procedure, will be considered with regard to:

<<state reasons why they are in the meeting>>

I enclose the following documents\*:

<<supporting documents/investigation notes>>

The possible consequences arising from this meeting might be:

<<Possible of outcomes to the meeting>>

You are entitled, if you wish, to be accompanied by another work colleague or a trade union representative.

Please note if you are unable to attend this meeting you are required to inform me at least 24hrs before the meeting is due to be held.

Yours sincerely

<<Name & Title>>

For and on behalf of Staffing Match