



Name  
Address

**Private & Confidential**

Dear

I wish to confirm that you should come to a disciplinary meeting that will be held on \_\_\_\_\_date at \_\_\_\_\_time when I will discuss with you

*(insert details of the reason for the poor conduct/performance etc*

At this meeting you may be accompanied by a work colleague or a trade union official if you are a member of a union.

I would advise you that the outcome of this meeting may result in formal disciplinary action being taken as per our Disciplinary Procedures.

Yours sincerely,

**Name**

**Job Title**

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