

Formal Disciplinary Review Meeting Invitation

Dear [Employee Name],

You are formally invited to attend a disciplinary review meeting regarding the recent concerns related to your conduct/performance. This meeting provides you with an opportunity to respond to the issues raised and to present any information you wish to be considered.

Meeting Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location / Video Meeting Link]

Attendees: [Insert Names and Job Titles]

Purpose of Meeting:

The purpose of this meeting is to review the circumstances surrounding the following issue(s):

[Insert summary of concerns or alleged misconduct]

Your Rights:

You may be accompanied by a colleague or trade union representative if you wish.

You will have an opportunity to provide your response and present any evidence or mitigating information.

If you are unable to attend this meeting at the scheduled time, please let us know as soon as possible to discuss alternative arrangements.

Yours sincerely,

[Manager/Supervisor Name]

[Job Title]

[Department]

[Contact Information]