**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

Further to our brief discussion on DATE, I am writing to request your attendance at an investigation meeting in line with the company’s Disciplinary Policy. This meeting is scheduled to discuss a report received by the company that you were involved in an incident that occurred on DATE at LOCATION.

The meeting will take place on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_. This meeting will be held in ***(Location).***

You have the right, should you wish, to be accompanied to this meeting by an appropriate representative. **<<<<Please refer to internal disciplinary policy to determine who can accompany the employee>>>>>>**

Please find enclosed a copy of the company Disciplinary Policy / Handbook for your consideration.

Should the investigation find wrongdoing on your part this matter being referred to a disciplinary hearing and could result in disciplinary action up to and including dismissal in line with the company Disciplinary Policy.

Yours sincerely

***Name***

***Job Title***