**Notice of Disciplinary Meeting Template**

**CONFIDENTIAL MEMORANDUM**

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| --- | --- |
| TO: |  |
| FROM: |  |
| CC: |  |
| DATE: |  |
| **SUBJECT:** | **NOTICE OF DISCIPLINARY MEETING** |

(Describe the alleged misconduct/non-performance

1. It has been brought to my attention ..... or We have received a complaint about ... and preliminary investigations have revealed this may have involved yourself.)

Be careful how you word this as the matter is still unproven at this stage.

If this misconduct is established this could lead to a ...

1. first warning being issued to you
2. final warning being issued to you
3. the termination of your employment

We would like to give you an opportunity to respond to this alleged misconduct and ask you to attend a meeting in my office at (*Time*) on (*Date*).

You should note that at this stage we have not drawn any conclusions or made any decisions, and will not do so until we hear your response and deliberate and consult on the day of the meeting.

You are entitled to bring a support person with you to the meeting. The role of this person is to assist you emotionally and not to act as an advocate.

Yours sincerely

Name

Title