

Saturday, 18 January 2020

Mr Harry Anderson
55 Rednal Street
Mona Vale, NSW, 2103
DELIVERED BY HAND:

Dear Mr. Anderson

RE: Request to attend a disciplinary meeting

The purpose of this letter is to formally advise you that allegations of poor workplace performance have recently been brought to our attention.

It is alleged that on 15 January 2020, you carried out work on a Ford Everest with the registration number EAZ57V. During this process it is alleged that you worked on the wheel of that vehicle and did not tighten the wheel to the vehicle at the conclusion of your job, causing further damage.

If proven, this matter may result in a written warning, a final written warning or the termination of your employment.

Prior to any decision being made, and to enable a full and detailed investigation of this matter, we request your attendance at a disciplinary meeting which has been specifically convened for you, to provide a suitable opportunity for you to respond to these allegations.

This disciplinary meeting is to be conducted at 10.15 am on Tuesday 21 January in the Service Managers office at Titan Ford.

You are expected to make every effort to attend this meeting and are placed on notice that the Company reserves the right to make a determination in your absence if you fail to attend this meeting for whatever reason.

I will have sole responsibility for the conduct of this meeting, together with any resulting decision which is to be made.

You are of course welcome to bring a support person to this meeting should you choose.

All matters and information relating to this allegation are confidential and you are directed not to discuss them with any other person without my express prior consent. Any failure by you to maintain confidentiality may lead to disciplinary action.

If you have any enquiries in relation to this matter, please contact me on 02 9332 8167.

Yours sincerely



David Berlusconi
Human Resources Manager