

Monday, 7 January 2019

Nicholas Abboud  
2 Calida Crescent  
Hassall Grove, NSW, 2761  
By Email: nicholasabboud03@gmail.com

Dear Mr Abboud

**Request to attend disciplinary meeting**

The purpose of this letter is to formally advise you that an allegation of misconduct and poor performance has recently been brought to our attention.

It is alleged on 03 January 2019 you engaged in misconduct whilst in the workplace specifically, you undertook mechanical repair work on a Ford Mondeo with the registration number of **BZN79B** (the vehicle) at Cumberland Ford and during that process, you did not carry out all the repair work on the repair order (C148272) as required.

The vehicle was later checked over for quality assurance purposes and it was found that the throttle body service was not carried out. It was also noted that the power steering fluid was at low operating levels which appeared to be a main factor as to why the customer noted steering concerns – as mentioned prior to the service.

If proven, this misconduct 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 to provide a suitable opportunity for you to respond to these allegations.

This disciplinary meeting is to be conducted at 1.00pm on Tuesday 8 January 2019 in the service manager's office.

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