Monday, 10 August 2020

Mr Jagdish Singh

**DELIVERED BY HAND:**

Dear Jagdish

**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 6 August 2020, you arrived to work at approximately 10.00 am instead of your usual starting time of 8.00 am. At the time, you manager tried to telephone you to ascertain your whereabouts however your mobile telephone appeared to be turned off. I also point out that you did not notify your manager you were arriving late.

I note this is also a breach of company policy and 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 10.30 am on Wednesday 12 August 2020 in the Service Managers office at Cumberland 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