

Name rule ltd

Employee name

9 June 2016

Dear **Salutation of employee**

I am writing to inform you that you are required to attend a disciplinary meeting on 10 June 2016 at **time**. The meeting is due to be held **Location of meeting**. At this meeting we will discuss the question of disciplinary action against you in accordance with our disciplinary procedure, which may include a decision that you be dismissed.

We are considering taking disciplinary action against you because we have reason to believe that:

Yours sincerely

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Company no: **Company no**

Registered in: **Place of registration**

Registered office: