[Date]

**Private & Confidential**

[Name]  
[address]

Dear [insert]

**Notification of Disciplinary Process**

Further to recent discussions with you on [insert date], this letter is to confirm that [insert operator name] is commencing a disciplinary process in relation to the following issues:

1. [insert 1-sentence detail of misconduct or poor performance]
2. [insert etc]
3. [Etc.]

We wish to give you an opportunity to respond to these matters, so you are required to attend a disciplinary process investigation meeting with [name of manager and manager witness]. You may also bring a support person with you if you wish.

The meeting will be at the following time:

**DATE:**

**TIME:**

**PLACE:**

[OPTIONAL IF SUSPENDING THE EMPLOYEE IN UNACCEPTABLE CONDUCT MATTERS – Pending this meeting you are placed on suspension with pay pending the outcome of this process. While on suspension you must not attend the workplace but still must remain available during business hours for contact purposes.]

It is important that you understand that while no conclusions or decisions have been made regarding these matters, this process may result in a disciplinary outcome, including potential termination of your employment. You are directed to ensure confidentiality in relation to this process.

[OPTIONAL FOR OPERATORS WITH EAP PROGRAMS: Finally, we take this opportunity to remind you that our Employee Assistance Program (EAP) is available to you and can be contacted on [insert].]

If you have any further questions, please do not hesitate to contact me on [insert].

Your sincerely,

[insert]