Date

Name  
Address

Dear Mr. Watson,

This is to inform you that a disciplinary meeting is going to be held on 9th October 2019 at 2:00 p.m. in the meeting room on the first floor.

This meeting has been arranged due to your unprofessional behavior on 5th October 2019 with your manager Mr. John Wilson. You not only misbehaved with him but also used abusive language in front of everyone. He felt extremely disrespected and has filed a complaint against you. The company is considering a severe disciplinary action to the extent of your termination. It is clearly stated in our company policy manual that this kind of behavior is intolerable in our company.

You are entitled to bring any of your colleagues as a witness to justify your case.

Regards,

Emily Geller.  
Country Manager