# DISCIPLINE INTERVIEW LETTER

<insert date>

<insert employee’s name>

<insert employee’s address>

Dear <insert employee’s name>

Please be advised that you are required to attend a disciplinary interview to discuss issues in relation to the following:

<insert details of issues>

The interview will be held in <insert location> on <insert date> at <time>. You have the right to be accompanied by a person of your choice.

Yours faithfully

<insert signature and name of person issuing the letter>