

INSERT DEPARTMENT LETTERHEAD

<DATE>

<HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL>

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

Pre-Disciplinary Meeting

Dear <NAME>

A pre-disciplinary meeting has been scheduled at TIME pm on DATE, via SKYPE. This is a meeting regarding <ENTER “*BASIC ISSUE/OVERALL CONCERN*” AND SPECIFIC DATES OF INFRACTION FROM THE PRE-MEETING CHECKLIST>. Your attendance is required.

Management will initiate the conference call from <ENTER LOCATION OF CALL, IF APPLICABLE>. Local participants for the meeting may also join at this location. The conference call may be accessed by dialing the number below that has your local area code:

ENTER +1 217 NUMBER FROM MICROSOFT TEAMS/ZOOM

Upon accessing the call, please enter the following Conference ID: ENTER NUMBER FROM MICROSOFT TEAMS/ZOOM

This meeting may result in formal disciplinary action. You are entitled to bring a representative of your choice, but you must make those arrangements yourself. If you have any questions regarding this meeting, please contact me.

Sincerely,

First and Last Name

<CLASSIFICATION>

c: LER Consultant
Union Representative (s) [if applicable]
Unit File/HR File