[Date]

**Private and Confidential**

[Insert Employees Full Name]

[Residential Address]

Dear [Insert Name],

**Invitation to Formal Meeting**

We would like to meet with you formally to discuss concerns we have in relation to the following: [Details of performance concerns / conduct / behaviour] with you and will seek your feedback.

In attendance will be [insert your name] and [insert name of witness], [insert position of witness].

We request that you attend this meeting on [insert date allowing at least 24h notice] at [time] at [insert location].

You are welcome to bring a support person to this meeting.

Please let me know if you have any questions.

Kind regards,

[Name]

[Position]

[Contact Details]