# Disciplinary Meeting Request

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# Disciplinary Meeting Request

## Formal Meeting Request (Example 1)

Dear **[NAME]**

As per my earlier email, this is a formal discussion to discuss your email (attached). As per our policy, I have asked **[INSERT NAME]** from Human Resources to attend.

As per our Disciplinary/Performance Management policy, you are welcome to bring a support person should you wish to do so.

Please accept this meeting request to confirm your attendance.

Thanks and regards

**[MANAGERS NAME]**

**[MANAGERS TITLE]**

## Formal Meeting Request (Example 2)

Dear **[NAME]**

I have scheduled this meeting to formally discuss feedback received from **[INSERT NAME]** regarding your performance, **[INSERT PERFORMANCE ISSUE, E.G. MORE SPECIFICALLY CLIENT SERVICING]**.

This is a formal discussion and as per our Disciplinary/Performance Management policy, you are welcome to bring a support person should you wish to do so. **[INSERT NAME, TITLE**] will also attend this meeting. **(if non HR rep)**

Please accept this meeting request to confirm your attendance.

Thanks and regards

**[MANAGERS NAME]**

**[MANAGERS TITLE]**

# Outcome Meeting

Dear **[NAME]**

I have scheduled this meeting to finalise with you the outcome of our formal meeting on **[DAY]**.

In accordance with our Disciplinary/Performance Management policy, you are welcome to bring a support person to this meeting.

Please accept this meeting request as confirmation of your attendance**. If there are any issues with the time please let me know and I can reschedule for a time that better suits you**.

Thanks and regards

**[MANAGERS NAME]**

**[MANAGERS TITLE]**

# Follow up Meeting

Dear **[NAME]**

I have scheduled this meeting in follow up to our meetings held on **[INSERT DATE/S]**. As indicated within our meeting of **[INSERT DATE]**, we advised that a review of your **[PERFORMANCE AND/OR CONDUCT (SELECT RELEVANT ISSUE)]** would be held in **[INSERT TIME FRAME I.E. FOUR WEEKS’]** time. This meeting has therefore been arranged for this purpose.

In accordance with our Disciplinary/Performance Management policy, you are welcome to bring a support person to this meeting.

Please accept this meeting request as confirmation of your attendance.

Thanks and regards

**[MANAGERS NAME]**

**[MANAGERS TITLE]**