To:       <employee name>  
CC:      Official Personnel File  
From:   <supervisor name>  
Date:    <date>  
Re:        Pre-Disciplinary Meeting Notice

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am considering placing you on written warning for the following violations on your part:

* violation of < IS->, <name of policy>
* violation of <IS or employee handbook #>,

Which states: <cite from employee handbook>.

On < >, it was reported \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document pertinent facts that demonstrate the employee violated policy).

You have been counseled regarding <   >. (Include if appropriate).

In accordance with CNM Employee Handbook, Section 9.03, Item D., which states, "In no case shall disciplinary action take place without first giving the employee an opportunity to explain or justify the conduct in question," this meeting will take place on <month, day, year and time> in conference room < >, with <   >, Human Resources Representative, and me.

If you choose not to attend this pre-disciplinary meeting, I will notify you in writing as to my final decision.

Receipt Acknowledged/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_