**Sample email to set up meeting for informal verbal warning or written reprimand**

**VIA EMAIL**

INSERT DATE

INSERT EMPLOYEE NAME AND ADDRESS

**RE: Meeting Notification**

Dear EMPLOYEE NAME:

I am scheduling a meeting with you to discuss the following matter(s):

* INSERT MATTER
* INSERT MATTER

The meeting is scheduled for INSERT DAY AND DATE at INSERT TIME in INSERT LOCATION.

This meeting may result in discipline according to Article 7.2 of the ACE collective bargaining agreement. You may request the presence of an ACE representative for this meeting. Please provide the name, if any, of who will be accompanying you prior to the meeting and as far in advance as possible. It is your responsibility to notify and arrange for their presence at the meeting.

INSERT NAME will also be attending the meeting.

Sincerely:

SUPERVISOR’S NAME AND TITLE