COMPANY LETTERHEAD

DATE:

NAME OF EMPLOYEE:

**Notice to Attend a Consultation: Alleged Incompatibility**

Dear ……

Management is concerned about the following incidents / reports / issues (**delete that which is not applicable)** which have come to its attention, and which reflect your alleged incompatibility within our business environment and the organisation’s values:

We accordingly wish to meet with you to discuss this and to jointly decide on a way forward.

You may bring a fellow employee to assist and/or represent you at the consultation. You may also bring a fellow employee to act as an interpreter, if you require one.

**Details of the Consultation**

Venue:

Date:

Time:

**Management representative:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

**Kindly confirm that you have received this notice by signing below:**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(employee’s name and surname)**, acknowledge receipt of this notice.

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

Signature Date and time Place