

TO BE ISSUED ON THE 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 has come to its attention and which reflect your alleged incompatibility within our business environment and the organisation's values:

- 1.
- 2.
- 3.
- 4.

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.

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