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

Dear EMPLOYEE NAME:

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

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 have ACE representation at the meeting. If you choose to have ACE representation, please let me know in advance who will attend with you.

Sincerely:

SUPERVISOR’S NAME AND TITLE