**Sample email to set up APAS progressive discipline meeting**

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 11 of the APAS collective bargaining agreement. You may have an APAS representative at the meeting. If you choose to have an APAS representative present, please let me know in advance who will attend with you.

Sincerely:

SUPERVISOR’S NAME AND TITLE