**Sample email to set up FOP 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 21 of the FOP collective bargaining agreement. You may have a FOP representative at the meeting. If you choose to have a FOP representative present, please let me know in advance who will attend with you.

Sincerely:

SUPERVISOR’S NAME AND TITLE