

Sample- Disciplinary Inquiry (Statutory law employee)

Date

Ms
Singapore 507134

Dear

Disciplinary Inquiry

Please be informed that you are requested to attend a disciplinary inquiry to be held on Monday, 25 September 2006 at HR Department, at 10.00 am.

The disciplinary inquiry will be chaired by a senior management staff, together with two other Board of Inquiry members.

You are hereby charged for the following acts of misconduct:

- 1st charge - you are consistently late for work and your tardiness is as attached.
- 2nd charge - you did not swipe your employee card in and out on a daily basis
- 3rd charge - you abuse your right as a Time Attendance Administrator and falsified your attendance records intentionally to cover up your lateness so as to avoid deduction of salary.

Please let us know whether you require any witnesses who are employees of the company to be called on your behalf so that we may arrange for their attendance.

In the event that you fail to attend the inquiry, the inquiry will nevertheless proceed as scheduled but the company will not hesitate to take appropriate disciplinary action against your failure to attend the aforesaid inquiry.

Yours sincerely

Human Resource Manager

cc: Board of Inquiry Members