



NOTIFICATION OF A DISCIPLINARY HEARING

Department: _____ **Section:** _____

Accused: _____ **Prosecutor:** _____

You are herewith notified that a complaint of (full description)

was lodged against you by _____.
We are eager to investigate the complaint against you in order to remove any possible problems.

Take note that a disciplinary investigation will therefore be held on _____
(date) at _____ (venue) at _____ (time) where your presence is
required. Take further note that you have a right to representation; to defend yourself; to call
for witnesses as well as to appeal against the decision according to procedure. Your co-operation
is appreciated.

Prosecutor

Date

Receipt of acknowledgement

I, _____ (name) acknowledge herewith that I
understand the contents of the aforementioned notice and that the latter was handed to me in
writing.

Signature

Witness 1 _____

Witness 2 _____

Date: _____

Time: _____