Date: (DATE)

To: Employee’s Name, Job Title

From: Supervisor’s Name, Job Title of School Name

Subject: Notification of Meeting

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A meeting will be held in (Location) on (DATE), at (TIME p.m.) that you are directed to attend. During the meeting we will be discussing concerns regarding your conduct, previous directives given, and/or your employment status. During the meeting you have the right to representation if you so choose, i.e. JEA representative, etc.

Your signature indicates that you have received a copy of this memo.

Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_