

Removal Hearing Notification

Date:

To:

Subject: Removal Hearing Notification

Dear ,

This letter is to inform you that a removal hearing has been scheduled regarding your current position. Please find the details below:

- Hearing Date:
- Time:
- Location:
- Presiding Officer:

You are requested to attend the hearing at the aforementioned date and time. Failure to attend may result in a decision being made in your absence.

If you have any questions, please contact at .

Sincerely,