**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Disciplinary hearing outcome**

Further to the disciplinary hearing held on *[insert date(s)]* I am writing to inform you of my decision.

The matters of concern were:

* *[Insert details as per original disciplinary hearing invitation letter]*

The explanation(s) you gave at the hearing was/were *[insert details].*

I also considered any mitigating factors that could affect my decision, namely (Insert mitigating factors)

Having carefully reviewed the circumstances *[delete as appropriate – including the fact that you are already on a Final Written Warning for conduct issued to you on**[insert date]]*, I have decided that dismissal is the appropriate sanction.

*[Select from the paragraphs below and delete as appropriate]*

***Either***

You are entitled to *[insert* *number]* weeks’ notice of termination and your employment will therefore end on *[insert date]*.

*[OR]*

This will take effect immediately and you will be paid *[insert* *number]* weeks’ pay in lieu of notice.

Your last day of employment is therefore *[insert date]*. We will arrange for any outstanding payments to be made in accordance with normal contractual payment arrangements.

You have the right to appeal against my decision and should you wish to do so you should write to *[insert name and title]* within *[insert number (as per Company procedure)]* days of receiving this letter giving the full reasons why you believe the disciplinary action taken against you is too severe or inappropriate.

Yours sincerely,

*[Insert name]*

*[Insert position]*