**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to the disciplinary hearing held on *[insert date],* I am writing to confirm my decision.

The hearing was arranged to discuss allegations of gross misconduct, namely:

*[Insert details of allegations]*.

At the hearing, your explanation was *[insert details].*

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

After full consideration of your explanation, I have decided that dismissal is not an appropriate sanction. Instead, you will *[insert details eg be demoted to the position of [insert position]/be transferred to the position of [insert position]/other action].*

I have enclosed an updated statement of main particulars which has been amended from your original terms and conditions to represent those which now apply in accordance with the sanction above. Please sign and date the letter attached to signify your agreement to these changes.

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

Any further incidents which may arise will be dealt with under the disciplinary procedure and an appropriate sanction applied, which may include dismissal.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*