Date

Name

Address

Dear Name

**Disciplinary Outcome**

This letter confirms the outcome of the disciplinary hearing held on Date with myself and Note Taker. You were given the opportunity to have a work colleague or trade union representative present at the meeting, which was called to discuss the following allegation/allegations

* Detail of allegation(s) taken from the disciplinary invite letter

At the meeting, we discussed the above allegation/allegations and notes of the meeting are attached for your records. These are not intended to be verbatim, but are a true representation of the discussions which took place during the meeting.

Based on the evidence and the details outlined above, I have concluded that disciplinary action is appropriate given the circumstances, and as you already have a final written warning on file, I have decided to dismiss you giving notice in accordance with your contract of employment. You are entitled to receive payment for Number weeks’ notice, which will be paid in lieu and accordingly your last day of work was Last Day. Your final payment will be adjusted to reflect any outstanding annual leave which you have accrued to-date or excess holiday which you have taken and your P45 will follow in due course.

You have the right to appeal against my decision and should you choose to do so you should write to Directors Name, detailing your reasons for appeal, within five working days of receipt of this letter.

Yours sincerely

**Authorised Signature**

**Job Title**

Encl. Notes of disciplinary hearing