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 in full taken from the disciplinary invite

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 your actions constitute gross misconduct and have therefore decided to dismiss you with immediate effect. As your dismissal is for gross misconduct, you will not be entitled to receive any notice pay and you will therefore be paid up to and including Date, which was your last day of employment with the company. 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 Name. Job Title, 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