NAME

ADDRESS

DATE

Dear NAME,

As you are aware, on DATE you attended a disciplinary meeting in relation to the allegation that \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This meeting was conducted by NAME and NAME also attended as note-taker for the proceedings.

You chose to be accompanied by NAME / You were offered the opportunity to bring a witness however you declined.

During this meeting you were informed that the potential outcome of this meeting could be your dismissal from the company.

Having taken the time to consider all evidence before me, including your statements, the decision has been taken to terminate your employment with the company.

This is not a decision that has been taken lightly. When reaching this decision, I took into account all the facts and arguments puts forward including (Include details of the disciplinary here).

Your employment with the company will terminate on DATE. Any monies due will be paid to you in your final pay cheque. Your P45 will be forwarded shortly.

You have the right of appeal against this decision in writing to NAME, POSITION, CONTACT DETAILS within 7 days of receiving this disciplinary decision with an outline for the grounds for your appeal.

Yours sincerely

NAME

JOB TITLE

**Disciplinary Outcome Report**

* Outline of process applied to date
* Detail of each individual allegation under the headings:
  + Allegation – basis of the complaint
  + Findings – details of the review of the information available
  + Conclusion – whether or not the allegation is upheld
* Overall conclusion – considering the number of allegations upheld / not upheld
* Sanction
* Right to appeal