

(6) Letter to be sent by the employer after the disciplinary meeting arranged in Letter 5 (for statutory procedure)

Dear ..... Date .....

On ..... you were informed that ..... [insert organisation name] was considering dismissing OR taking disciplinary action [insert proposed action] against you.

This was discussed in a meeting on ..... At this meeting, it was decided that: [delete as applicable]

Your conduct/performance/etc was still unsatisfactory and that you be dismissed.

Your conduct/performance/etc was still unsatisfactory and that the following disciplinary action would be taken against you .....

No further action would be taken against you.

The reasons for your dismissal are:

.....  
.....

I am therefore writing to you to confirm the decision that you be dismissed and that your last day of service with the Company will be .....

(6) Letter to be sent by the employer after the disciplinary meeting arranged in Letter 5 (for statutory procedure) *continued*

The reasons for your dismissal are:

.....  
.....  
.....  
.....

I am therefore writing to you to confirm the decision that disciplinary action will be taken against you. The action will be ..... The reasons for this disciplinary action are:

.....  
.....  
.....  
.....

You have the right of appeal against this decision. Please [write] to ..... within ..... days of receiving this disciplinary decision.

Yours sincerely

Signed ..... Manager