

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

[Insert] Letter

Following the first and second disciplinary warnings and final formal warnings it has been decided that your [conduct/performance] is unsatisfactory and that you be <<Insert action e.g. demoted / dismissed>>

[I am therefore writing to you to confirm the decision that disciplinary action will be taken against you and the action will be <<Insert action>>.]

[[You will not be required to work your normal hours from << date >> and you will receive a payment in lieu of notice as allowed for in your contract of employment]

OR

[You will be required to work your normal hours from << date >> and your employment will end on<< date >> and you will be paid up to that date]

Please note that you have the right to appeal this decision. If you wish to appeal you should do so within 5 >> days of receiving this notice of <<Insert action e.g. demotion / dismissal>>

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>