[Print on Employer's

- <<Employee's Name>>
- <<Address>>
- <<Address>>
- << Post Code>>

<<Date>>

Dear << >>

Disqualification from Driving

Thank you for attending the m disqualification from driving for role of <<state job title>>. As y unable to employ you as a <<j that would avoid the need for o

At our meeting, you suggested made by employee>> but, unfo because <<state reasons>>. V required to work your notice ar length of notice period e.g. one **OR**

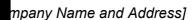
[You are not required to work of date <<i.e. insert date>> and to length of notice period e.g. one All terms and benefits associated to the second se

The Company will send your F

Please note that you have the should write to <<insert job title within << 5 >> days of receiving

Yours sincerely

<<Name & Title>>



when we discussed your
ban>> and how this impacts on your
ation from driving means that we are
other options and alternative roles
suitable roles available.

avoid dismissal <suggestions cannot agree to those suggestions on but to dismiss you. [You will be effect at the end of your <<insert on <<insert date>>.]

hissal will take effect as of today's ou a payment in lieu of your <<insert ill be paid to you on <<insert date>>. t will end as of today's date.]

er>> days.

is decision. If you wish to appeal, you setting out the grounds of appeal

