

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

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

Following the first and second disciplinary warnings it has been decided that your 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>>.]

[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 for your employment]

Your employment will end on << date >> and you will receive a payment in lieu of notice for your employment]

OR

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

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 set out the grounds of appeal in a written statement within << 5 >> days of receiving this notice of <<Insert action e.g. demotion / dismissal>>.

Please note that you have the right to appeal this decision. If you wish to appeal you should set out the grounds of appeal in a written statement 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>>

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