

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Re: Dismissal

Following the first and second
issued to you on <<Date>> it has
unsatisfactory and that you be dis

and first and final formal warnings
your [conduct/performance] is still

It has been decided that your con
have no alternative but to terminat

still unsatisfactory. Therefore, we

<< details of misconduct >>

Under the terms of your employe

<< weeks/months>> notice.

[You will not be required to work y
>> and you will receive a payment
employment]

employment will end on<< date
allowed for in your contract of

OR

[You will be required to work your
and you will be paid up to that date

employment will end on<< date >>

Any accrued and outstanding holi
contract.

and paid under the terms of your

[Our records show that you have
within the next << >> days.
withheld or reduced.]

which must be returned to << >>
cause payments due to you to be

You have the right of appeal again
should set out the grounds of appe
notice of dismissal.

sh to appeal against this decision you
within << 5 >> days of receiving this

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company

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