

[Print on Employer's Company Name and Address]

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

<<Date>>

Dear << >>

Re: Gross Misconduct of Dismissal

I am writing to inform you that at a disciplinary meeting dated <<date>> it has been decided that your conduct constitutes Gross Misconduct. Consequently, the Company has decided, based on the Company Disciplinary Policy and Procedures, that due to your Gross Misconduct your employment is terminated with immediate effect.

Being in breach of your employment contract, you lose all entitlement to notice or pay in lieu of notice and will therefore be paid including <<date>>.

[However, in view of << >> your Gross Misconduct, a discretionary payment of << >> weeks pay.]

Any accrued and outstanding holiday pay will be calculated and paid under the terms of your contract.

[Our records show that you have << >> days of holiday which must be returned to << >> within the next << >> days. If you do not do so, cause payments due to you to be withheld or reduced.]

You have the right of appeal against this decision. If you wish to appeal against this decision you should set out the grounds for appeal in writing << >> within << 5 >> days of receiving this notice of dismissal.

Yours sincerely

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

S

A

M

P

L

E