**[Letter of Dismissal]**

[DATE]

Dear [name]

**RE.: Termination of Contract**

I am writing to confirm the outcome of the disciplinary hearing held on *[date]* at *[time]* in accordance with the Company’s disciplinary procedure.

As you are aware, this hearing was held in relation to the allegation of *[type of misconduct]* on *[date of alleged misconduct].*

We discussed the matter fully at the hearing. The Company has considered all the evidence before it and has taken your explanations into account. I can confirm that the Company has established to its reasonable satisfaction that you have committed *[details of misconduct].*

You were given a final written warning by letter dated *[date]* that a *[repeat of similar misconduct or any other instance of misconduct of any kind under the Company’s rules]* within *[state length of time that final warning was to be active]* would likely lead to your dismissal. This point has now been reached.

While we listened to your representations, the Company was not able to find any mitigating factors for a lesser sanction. This letter therefore gives formal notification of the termination of your employment.

The termination of your employment will take effect on *[date]* on completion of your *[length of notice]* notice period.

[OR]

Your dismissal will take effect as of today's date *[date]* and the Company will make you a payment in lieu of your notice period of *[length of notice period]*. This will be paid to you within [*X*] days of this letter. All terms and benefits associated with your employment will cease as of the end of today.

You have the right to appeal against the decision to dismiss you. If you wish to appeal, you should do so in writing within [five working days of being informed of the termination of your employment] to *[named person]*, stating the grounds for your appeal.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Manager’s Name]