

LETTER SENT AFTER DISCIPLINARY OR DISMISSAL HEARING

(Date)

(Name)
(Address)
(Suburb, State, Postcode)

(Salutation)

On date of first hearing notification letter) you were informed that (business name) was considering dismissing / taking disciplinary action (delete as appropriate) against you.

This was discussed in a meeting on (date of meeting).

Following that meeting, it was decided that:

Your conduct / performance etc (insert reason) was still unsatisfactory and that you be dismissed.

OR

Your conduct / performance / etc was still unsatisfactory and that the following disciplinary action would be taken against you (describe fully)

OR

No further action would be taken against you.

(or if applicable)

I am therefore writing to you to confirm the decision that you be dismissed and that your last day of service with the company will be (date).

The reasons for your dismissal re are (describe fully and refer to regulations, laws or rules breached)

(or if applicable

I am therefore writing to you to confirm the decision that disciplinary action will be taken against you. The action will be (describe fully). The reasons for this disciplinary action are (describe fully).

You have the right of appeal against this decision. Please appeal in writing to (name, title, address) within (whatever agreed / policy timescale) days of receiving this disciplinary decision.

Yours sincerely

(Name)
(Position)