**Letter from employer setting out reasons for dismissal**

Date …………………………..

Dear ………………………….

Following your attendance at a disciplinary hearing on …………………….

I am writing to advise that the decision was made to dismiss you on the grounds of …………………………………………………………………………………………

…………………………………………………………………………………………………………..

\*You will be required to work your notice period of …… weeks and your last day with the company will be …………….. In calculating your final pay, account will be taken of your pro-rated holiday entitlement and your payment will be adjusted accordingly.

**OR**

\*You will be paid in lieu of …… weeks notice as you are not required to work this period. In calculating your final pay, account will be taken of your pro-rated holiday entitlement and your payment will be adjusted accordingly.

**OR**

\*As your dismissal is for gross misconduct no notice is due to you. In calculating your final pay, account will be taken of your pro-rated holiday entitlement and your payment will be adjusted accordingly.

**You have the right to appeal this decision to ……………. (in writing) within ……. days of receiving this letter.**

Yours sincerely

\*Delete as appropriate