**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

**Re: Disciplinary hearing outcome**

Further to the disciplinary hearing held on [insert date(s)] I am writing to inform you of my decision.

The matters of concern were:

* [Insert details as per original disciplinary hearing invitation letter]

The explanation(s) you gave at the hearing was/were [insert details].

I also considered any mitigating factors that could affect my decision, namely (Insert mitigating factors)

I considered your explanation(s) to be unsatisfactory because [insert details].

Having carefully reviewed the circumstances, I have decided that summary dismissal is the appropriate sanction.

I have referred to our standard disciplinary procedure when making this decision. It states that an act of gross misconduct of this nature warrants summary dismissal, however, I have considered whether, in the circumstances, a lesser sanction may be appropriate. However, I am unable to apply a lesser sanction in this case because of the reasons given above.

You are therefore dismissed with immediate effect. You are not entitled to notice, nor pay in lieu of notice. Your last day of employment was therefore [insert date].

You will be paid any outstanding salary and any other payments, including accrued but untaken holiday pay, in accordance with our contractual payment arrangements.

You have the right to appeal against my decision and should you wish to do so you should write to [insert name and title] within [insert number] days of receiving this letter giving the full reasons why you believe the sanction of dismissal is too severe or inappropriate.

Yours sincerely,

[Insert name]

[Insert position]