[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**[Dismissal/Demotion] Letter**

Following the first and second disciplinary meetings and first and final formal warnings it has been decided that your [conduct/performance] is still unsatisfactory and that you be [***insert action to be taken - demoted/dismissed***].

[I am therefore writing to you to confirm the decision that you be dismissed and your last day of service with the Company will be [***insert date***]] **OR** [I am therefore writing to you to confirm the decision that disciplinary action will be taken against you and the action will be [***insert action to be taken***].]

[[You will not be required to work your notice therefore your employment will end on [***insert date***] and you will receive a payment in lieu of that notice as allowed for in your contract of employment]

**OR**

[You will be required to work your notice therefore your employment will end on [***insert date***] and you will be paid up to that date.]]

Please note that you have the right of appeal against this decision. If you wish to appeal you should set out the grounds of appeal in a letter to [***insert name of recipient***] within [***insert amount***] days of receiving this notice of [***insert action to be taken - demoted/dismissed***].

Yours sincerely

[***Insert Name and Job Title***]

[***Insert name and address of recipient***]

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