

The background of the page is a photograph of a stone building with a blue semi-transparent overlay. The building has a textured stone facade, white window frames, and a set of stone steps leading to a doorway. The blue overlay covers the right half of the image and contains the title text.

TEMPLATE LETTERS FOR EMPLOYERS IN GRIEVANCE AND DISCIPLINARY PROCEDURE

Template Letters

- i. Notice of disciplinary meeting
- ii. Reasons for the proposed dismissal or action short of dismissal and arranging the meeting
- iii. Notice of written warning or final written warning
- iv. Letter to be sent by the employer after the disciplinary meeting
- v. Notice of appeal meeting against warning
- vi. Notice of appeal meeting against transfer/demotion/dismissal/disciplinary action
- vii. Notice of result of appeal against warning
- viii. Notice of result of appeal against transfer/demotion/dismissal/disciplinary action
- ix. Letter informing an employee they are subject of an investigation
- x. Letter inviting an employee to an investigation meeting