



TEMPLATE

LETTERS FOR EMPLOYERS IN GRIEVANCE AND DISCIPLINARY PROCEDURES

Notice of disciplinary meeting

Reasons for the proposed dismissal or action short of dismissal and arranging the meeting

Notice of written warning or final written warning

Letter to be sent by the employer after the disciplinary meeting

Notice of appeal meeting against warning

Notice of appeal meeting against transfer/ demotion/dismissal/disciplinary action

Notice of result of appeal against warning

Notice of result of appeal against transfer/ demotion/dismissal/disciplinary action

Letter informing an employee they are subject of an investigation

Letter inviting an employee to an investigation meeting

Notice of disciplinary meeting

Date

Dear

I am writing to tell you that you are required to attend a disciplinary meeting on at am/ pm which is to be held in

At this meeting the question of disciplinary action against you, in accordance with the Company Disciplinary Procedure, will be considered with regard to:

.....

I enclose the following documents*:

.....

The possible consequences arising from this meeting might be:

.....

You are entitled, if you wish, to be accompanied by another work colleague [or an employee representative committee member*].

Yours sincerely

Signed

Manager

* Delete if not applicable

Reasons for the proposed dismissal or action short of dismissal and arranging the meeting

Date

Dear

I am writing to tell you that [insert organisation name] is considering dismissing OR taking disciplinary action [insert proposed action] against you.

This action is being considered with regard to the following circumstances:

.....

You are invited to attend a disciplinary meeting on at am/pm which is to be held in where this will be discussed.

You are entitled, if you wish, to be accompanied by another work colleague [or an employee representative committee member*].

Yours sincerely

Signed

Manager

* Delete if not applicable

Notice of written warning or final written warning

Date

Dear

You attended a disciplinary hearing on I am writing to inform you of your written warning/final written warning*.

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of months, provided your conduct improves/performance reaches a satisfactory level**.

a) The nature of the unsatisfactory conduct or performance was:

.....

b) The conduct or performance improvement expected is:

.....

c) The timescale within which the improvement is required is:

.....

d) The likely consequence of further misconduct or insufficient improvement is:

Final written warning/Dismissal

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

Yours sincerely

Signed

Manager

Letter to be sent by the employer after the disciplinary meeting

Date

Dear

On you were informed that [insert organisation name] was considering dismissing OR taking disciplinary action [insert proposed action] against you.

This was discussed in a meeting on At this meeting, it was decided that:

[Delete as applicable]

Your conduct/performance was still unsatisfactory and that you be dismissed.

Your conduct/performance was still unsatisfactory and that the following disciplinary action would be taken against you

[EITHER]

No further action would be taken against you

[OR]

The reasons for your dismissal are:

.....

[EITHER]

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

The reasons for your dismissal are:

.....

[OR]

I am therefore writing to you to confirm the decision that disciplinary action will be taken against you. The action will be

The reasons for this disciplinary action are:

.....

You have the right of appeal against this decision. Please [write] to within days of receiving this disciplinary decision.

Yours sincerely

Signed

Manager

Notice of appeal meeting against warning

Date

Dear

You have appealed against the written warning/ final written warning* confirmed to you in writing on

Your appeal will be heard by in on
at

You are entitled to be accompanied by a work colleague [or employee rights committee member*].

The decision of this appeal hearing is final and there is no further right of review.

Yours sincerely

Signed

Manager

* The wording should be amended as appropriate

Notice of appeal meeting against transfer/demotion/ dismissal/disciplinary action

Date

Dear

You have appealed against your dismissal/disciplinary action [delete as appropriate] on confirmed to you in writing on

Your appeal will be heard by in on at ... am/pm.

You are entitled, if you wish, to be accompanied by another work colleague [or an employee rights committee member*].

The decision of this appeal meeting is final and there is no further right of review.

Yours sincerely

Signed.....

Manager

Notice of result of appeal against warning

Date

Dear

You appealed against the decision of the disciplinary hearing that you be given a warning/in accordance with the Company Disciplinary Procedure. The appeal hearing was held on

I am now writing to confirm the decision taken by the Manager who conducted the appeal hearing, namely that the decision to X stands*/the decision to X be revoked* [specify if no disciplinary action is being taken or what the new disciplinary action is].

You have now exercised your right of appeal under the Company Disciplinary Procedure and this decision is final.

Yours sincerely

Signed

Manager

* The wording should be amended as appropriate

Notice of result of appeal against transfer/demotion/ dismissal/disciplinary action

Date

Dear

You appealed against the decision of the disciplinary hearing that you be dismissed/subject to disciplinary action [delete as appropriate].

The appeal meeting was held on

I am now writing to inform you of the decision taken by [insert name of the manager] who conducted the appeal meeting, namely that the decision to stands/ the decision to be revoked [specify if no disciplinary action is being taken or what the new disciplinary action is].

You have now exercised your right of appeal under the Company Disciplinary Procedure and this decision is final.

Yours sincerely

Signed.....

Manager

Letter informing an employee they are subject of an investigation

Date

Dear.....

I am writing to inform you that the organisation has decided it is necessary to conduct an investigation into your actions in relation to:

- [Summarise details of each issue being investigated in bullet points]

The person in charge of the investigation will be [name of investigator].

The aim of the investigation is to establish the facts of the matter by gathering as much relevant facts and information as possible. It is currently expected that the investigation will be completed by [day, month].

Once the investigation has been completed, you will be informed in writing of its outcome. If it is found that there is a case to answer, you will be invited to attend a formal disciplinary hearing.

The investigator may invite you to attend an investigation meeting where you can explain your version of events. If this is required, you will be informed of the time and date of the meeting in advance.

In the meantime, should you have any information that might be of assistance to the investigation or wish to discuss anything, please do not hesitate to contact [name of investigator/line manager/HR department]. Their contact details are [telephone number, email address].

To ensure that the investigation can be conducted as fairly as possible we request that you keep the matter confidential. Any breach of confidentiality may be considered to be a disciplinary matter.

Please note that you should continue to attend work while the investigation takes place [amend if suspension of the employee was necessary].

Yours sincerely

Signed

Letter inviting an employee to an investigation meeting

Date

Dear.....

I am currently in the process of conducting an investigation into [detail what the investigation is looking in to].

I am writing to invite you to attend an investigation meeting on [date of the meeting] at [time of the meeting] at [location of the meeting] so that I may discuss the matter with you.

In attendance at the meeting will be myself and [name of note-taker], who will be present to take notes. Please bring with you any information that you think might be useful to the investigation.

If you wish, you may be accompanied by a colleague [or a member of the employee representative committee*]. However, your companion will not be able to answer questions on your behalf. Please can you advise who will be attending with you so that any necessary arrangements can be made.

To ensure that the investigation can be conducted as fairly as possible we request that you keep the matter, and anything discussed at the investigation meeting, confidential. Any breach of confidentiality may be considered to be a disciplinary matter.

If you are unable to attend the meeting please contact [name of investigator, manager, HR department] as soon as possible, so that alternative arrangements can be made.

Yours sincerely

Signed