Letter confirming a summary dismissal decision

**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Summary dismissal**

Further to the disciplinary hearing held on *[insert date] [delete as appropriate – where you were accompanied by [insert name]/where you declined your right to be accompanied]*, I am writing to inform you of my decision.

The matters of concern regarding your conduct were: *[insert details of alleged gross misconduct]*.

At the hearing you were provided with copies of all the evidence and we detailed the following investigations into the matter: *[insert details of the investigations]*.

You gave the following *[delete as appropriate – explanation/explanations]*: *[insert details of the explanations given by the employee at the meeting including any mitigating circumstances put forward]*.

At the hearing, you were informed that these matters of concern were considered to be gross misconduct and the appropriate sanction for this is summary dismissal.

Following a full investigation, I consider your *[delete as appropriate – explanation/explanations]* to be unsatisfactory because: *[insert details].*

On careful consideration of the circumstances and your response, I have decided to summarily dismiss your employment for gross misconduct for the following reasons: *[insert reasons]*. I have referred to our standard disciplinary procedure when making this decision.

You are therefore dismissed with immediate effect from *[insert date]*. You are not entitled to notice or to pay in lieu of notice.

You have the right to appeal against my decision and, should you wish to do so, you should write to *[insert name and job title]* within *[insert number]* days of receiving this letter giving full reasons why you believe the disciplinary action taken against you was inappropriate or too severe.

During your employment, we processed your personal data for the reasons set out in the employee privacy notice which was made available to you. After the termination of your employment, we will continue to process your personal data as per the retention periods in the privacy notice but the reason for processing will change. We will continue to process it for the purposes of *[insert reason]* in line with current data protection obligations.

If you choose to exercise your right to appeal, the dismissal will remain effective until you are notified of the outcome of the appeal.

Yours sincerely,

*[Insert name]*

*[Insert job title]*