

Strictly Private & Confidential

To be opened by the Addressee only

[Address]

[Date]

By recorded delivery and by email: [insert email address]

Dear **[Name]**

SUMMARY DISMISSAL FOR GROSS MISCONDUCT

Following the disciplinary hearing on **[date]**, I am writing to confirm to you the Company's decision to terminate your employment with immediate effect for reasons of gross misconduct. This letter details the allegations against you, the basis for the Company's belief that you are guilty of gross misconduct and any other details relating to the termination of employment.

The allegations against you are as follows:

[Insert details regarding each of the allegations here, including the basis for the allegation and reference to any evidence considered as part of the disciplinary process regarding that allegation]

Having considered the situation in detail, including representations made by you during the hearing] I have reached the conclusion that you are guilty of gross misconduct and consequently I confirm that your employment is terminated without notice with immediate effect. Your last day of service will, therefore, be **[date]**.

According to our records you have taken **[number]** days **[less][more]** than your accrued holiday entitlement to the date of termination. Therefore, the Company will **[pay you a sum in lieu of your holiday together with][deduct a sum equivalent to the holiday from]** your final salary payment in accordance with your contract of employment.

Your P45 will be forwarded to you in due course.

You have the right to appeal against the decision to dismiss you for gross misconduct. Any appeal should be sent in writing to **[Insert]** by **[Date]**. This appeal should set out, in detail, the grounds on which you are appealing this decision. Lodging an appeal will not delay this dismissal but if your appeal is upheld you will be reinstated and your salary will be backdated accordingly.

Yours sincerely

[]

On behalf of **[INSERT NAME OF COMPANY]**

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