



<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: [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 e.g. 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>>.]

[[You will not be required to work your notice therefore your employment will end on<< 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<< 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 **NAME AND TITLE** within 5 calendar days of receiving this notice of <<Insert action e.g. demotion / dismissal>>.

Yours sincerely

<<Name & Title>>

For and on behalf of Staffing Match