

CONFIRMATION OF DISMISSAL WITHOUT NOTICE – GROSS MISCONDUCT

Dear *(name of employee)*,

Further to your disciplinary hearing held on *(date)* regarding *(details of incident)* on *(date)*, this letter confirms the termination of your contract of employment without notice with effect from *(date)*.

At the hearing you were given the statutory right to be accompanied and you chose to [waive this right/have in attendance] *(name of work colleague or trade union official)*.

A full investigation of the facts surrounding the complaint against you was made by *(name)*. Having put the specific facts to you for your comment at the disciplinary hearing, it was decided that your explanation was not acceptable. In addition, having carefully considered the representations that you made at the hearing, we were not able to find any sufficiently mitigating circumstances. For these reasons, the Company believes it is left with no alternative other than to summarily dismiss you from its employment on the ground of gross misconduct. The gravity of your misconduct is such that the Company believes the trust and confidence placed in you as its employee has been completely undermined.

The Company would refer you to the following aspects of your conduct which are, in the Company's view, wholly unacceptable and which have led to your summary dismissal:

- *(List each of the gross misconduct complaints which have resulted in the employee's summary dismissal)*.

Your P45 will be sent to you in due course and you will be paid the following amounts:

- (a) All pay up to and including the effective date of termination of your employment.
- (b) A sum in respect of accrued but untaken annual leave entitlement (if applicable).

Please note that in accordance with your contract of employment, the Company reserves the right to deduct from your final termination payment a sum in respect of any annual leave taken in excess of your accrued entitlement as at your termination date.

You have the right to appeal against the Company's decision if you are not satisfied with it. If you do wish to appeal, you must inform the Company in writing in accordance with the Company's Disciplinary Procedure, a copy of which is attached for your information. If you do appeal, the Company will then invite you to attend an appeal hearing which you must take all reasonable steps to attend.

Hearing conducted by: *(name)*

Yours sincerely,

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For and on behalf of the Company

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