

Employee name

Date of letter

Dear Salutation of employee

Re: Notification of dismissal

I am writing to confirm the decision to summarily dismiss you, with immediate effect and without notice or pay in lieu of notice, for gross misconduct. Your last day of employment with the company was Last date at company. Accordingly, you remain bound by any post-termination confidentiality obligations and restrictive covenants (until they expire) in your employment contract.

This letter is being sent to you in accordance with our disciplinary and dismissal procedure, a copy of which will be provided to you upon request.

The reasons for your dismissal are:

Alleged misconduct	Reason(s) for believing, at the time of your dismissal, that you were guilty of the alleged misconduct
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In accordance with the disciplinary and dismissal procedure, you are entitled to appeal this decision. If you wish to appeal against the disciplinary decision set out above, you may do so by setting out in writing the grounds of your appeal and sending this to me by 30 June 2016.

Yours sincerely

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Job title