APPENDIX 14K – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing and insert details for individual employee in areas highlighted in grey.)*

**SAMPLE LETTER - POOR PERFORMANCE - DISMISSAL OR SOME OTHER DISCIPLINARY PENALTY (e.g. DISCIPLINARY TRANSFER)**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POOR PERFORMANCE - DISMISSAL OR SOME OTHER DISCIPLINARY PENALTY (e.g. DISCIPLINARY TRANSFER)**

I refer to our meeting on (date) which was held under stage 4 of the Company’s Performance Improvement Procedure, a copy of which has been supplied to you. You were accompanied at the meeting by (name), your union representative/work colleague\*.

You were informed at that meeting that your performance was still not satisfactory and that you will \*be dismissed/\*have the following disciplinary action taken against you.

(Specify)

\*I am therefore writing to you to confirm the decision that you will be dismissed and that your last day of employment with the Company will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The reasons for your dismissal are

(Specify)

\*I am therefore writing to you to confirm the decision that disciplinary action will be taken against you.

(Specify).

\*The reasons for the disciplinary action are

(Specify)

If you wish to appeal against this decision you should inform me within 5 working days. I will invite you to a further hearing to discuss the appeal. You have the right to be accompanied at the meeting by (name), your union representative/work colleague\*. The final decision will be communicated to you in writing within 5 working days of the hearing.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*** (delete as necessary)