[Name of employee]

[Employee’s address]

[date]

Dear [first name of employee],

**Confirmation of summary dismissal for gross misconduct**

Following the disciplinary hearing held on [date], [name of your business] has reached the decision to terminate your employment contract with us because of gross misconduct by you.

The termination of your contract will take place without notice or pay in lieu of notice and your dismissal takes effect immediately, meaning that your final day of employment is therefore [insert date].

The reasons for your dismissal are as follows:

[Insert rationale for your decision.]

[You were previously given warning(s) on [insert date(s)] about your conduct.] [In your final written warning on [insert date] you were told that you were likely to be dismissed if your conduct did not improve.]

You may appeal against our decision. If you wish to do so, please inform [specify person] in writing [specify date or within given time frame], setting out your grounds of appeal in full.

You will then have an opportunity to present your case at an appeal hearing that [name of your business] will conduct by following our disciplinary procedure, which is [attached] OR [specify other location]. Appealing the decision will not delay the dismissal taking effect but if you are subsequently reinstated as an employee, any lost pay will be reimbursed.

Your holiday entitlement for this year, calculated pro rata up to your final day of employment, is [insert number] days.

[You have taken insert [number] days.] [You therefore have no outstanding holiday entitlement.]

OR

[You have [insert number] days outstanding holiday entitlement for which you will receive payment in lieu as part of your final payment of salary. This will be subject to the usual deductions for tax and National Insurance contributions.]

OR

[You have taken [insert number] days in excess of your entitlement and we shall deduct these from your final salary payment in accordance with your contract of employment.]

Your final salary payment (for the period up to [insert date]) will be made on [insert date] subject to normal deductions for tax and National Insurance contributions. We shall forward your P45 to you in due course.

If you have any questions, please do not hesitate to contact me.

Yours sincerely, [name]

On behalf of [name of your business]