**LETTER TO CONFIRM SUMMARY DISMISSAL FOR GROSS MISCONDUCT**

Dear [NAME]

**Confirmation of summary dismissal**

I refer to the disciplinary hearing held on [DATE] and confirm that it was decided your employment should be terminated without notice for gross misconduct.

The reason for your dismissal is that [REASONS].

The conclusion reached was that you had committed a serious breach of your obligations such as to warrant dismissal without notice and without any warnings.

You have the right to appeal against your dismissal. If you wish to appeal, you must write to me within the next 7 days, stating your grounds of appeal in full.

The following arrangements apply with immediate effect (but may be varied or revoked in the event of a successful appeal):

(a) Your employment was terminated on [DATE]. You will be paid up to that date but you are not entitlement to any notice payment.

(b) You will be paid any accrued untaken holiday pay that is due to you upon the termination of your employment.

(c) You must immediately return any Company property.

(e) You will be forwarded your P45 in due course.

If you have any queries about the contents of this letter please do not hesitate to contact me.

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Yours sincerely,

[NAME]