

# Sample Letter of Summary Dismissal

[insert date]

Dear [insert name of employee],

I am writing to [inform you of/confirm] the company's decision made after the [disciplinary] hearing held on [insert date], [at which you were accompanied by [insert name], that you be summarily dismissed, without notice or payment in lieu of notice, in accordance with the company's [dismissal and disciplinary procedure]. You received a copy of this procedure with our letter dated [insert date of the letter inviting the employee to the disciplinary hearing which should have enclosed a copy of the procedure].

Your last day of employment with the company was [insert date]. The reasons for your dismissal [were given to you following the hearing and in summary] are: [insert reasons]. In view of the seriousness of your conduct, the company considered there was no alternative to dismissing you.

In accordance with the company's [dismissal and disciplinary procedure], you have the right of appeal against this decision. Any appeal against this decision should be set out in writing stating the grounds of appeal and sent to [insert name and job title] within [five working] days of receiving this notice of dismissal.

[You will be paid for any accrued but untaken holiday up to the termination date [at the rate specified in your contract. This payment is subject to legally required deductions including tax and national insurance contributions.] [OR] [As at the termination date, you have taken [enter number] days' holiday, which is [enter number] days in excess of your accrued holiday entitlement. Under the terms of your contract, you are required to repay this at the rate of [1/260th][1/365th] of your salary for each excess day. The sum of £[enter amount] will therefore be deducted from your final pay.] [OR] [Your contract provides that if you are dismissed [for gross misconduct][in circumstances justifying summary dismissal] you are entitled only to a nominal payment of £[1] in respect of your accrued but untaken holiday up to the termination date. This sum will be paid with your final pay.]

[You have an outstanding [season ticket] loan of £[enter amount]. Under the terms of your [contract][season ticket loan agreement] you are required to repay the balance on termination of employment. The balance due will therefore be deducted from your final salary payment.]

Note that all other benefits under your contract of employment [set out details, eg life assurance, pension contributions, medical cover etc] [will end][ended] on the termination date.

[Your P45 will be forwarded to you in due course.]

Any items of company property [including [specify as relevant, eg keys, laptops, company car]] and any items containing or referring to company confidential information must be returned to [insert name and job title] [immediately/on or before [insert date]] [together with details of the current passwords for this equipment]. [Any confidential information held by you in electronic form should be irrevocably deleted.]

A copy of the minutes of the disciplinary hearing [are enclosed for your records/will be forwarded to you in due course].

Please contact [[insert name and job title] if you have any questions.

Yours sincerely,

[signature]

For and on behalf of [insert name of employer]