

HR letter templates:

Disciplinary procedure



We know that HR is about managing all the different facets of people at work – and sometimes, this includes disciplinaries.

[Disciplinaries](#) can usually split into two main categories:

- ✓ **Conduct** i.e. unacceptable behaviour
- ✓ **Capability** i.e. performance

If you don't have a separate Performance Improvement Plan process to follow, then these templates can be customised and used alongside your disciplinary procedure for conduct or capability.

Here are **3 customisable templates** for you to copy, paste and edit. Please note, these are designed to be used after you've looked to resolve any issues informally, and after your disciplinary investigation. →

In an ideal world, we'd hope you wouldn't need to use these templates – but they're here for you to download and **use for free**, just in case.

- 1 A disciplinary hearing letter template**, where you inform the individual of the issues you want to discuss and what will happen at the meeting.
[Jump to template](#)
- 2 A disciplinary outcome letter template**, where you inform the individual of your decision following the hearing and next steps.
[Jump to template](#)
- 3 A dismissal letter template** to terminate employment – this is used when the individual has been found to have committed gross misconduct, or if you do not see improvements in performance-related issues.
[Jump to template](#)

Disclaimer: Please note, these letter templates are for informational purposes only. For employment law advice and specific circumstances, please consult a qualified HR or employment law consultant.



1 Disciplinary hearing template letter



Copy and paste template text to edit and use yourself. For text included in square brackets, please edit and delete as appropriate.

Tip: try to keep as tonally neutral as possible – the purpose of this letter is to state the facts & provide information, rather than convey an opinion or possible already known outcome.



[Space for SME company logo]

[Date - dd/mm/yyyy]
[Space for registered business address, if applicable]

Dear [Recipient name],

Re: Disciplinary hearing

I'm writing to invite you to a disciplinary hearing at [time] on [date] at [location]. The hearing will be chaired by [name of employees] [name of employee] will also be there to take minutes [delete as appropriate].

The purpose of this hearing is to discuss the allegation that you [insert details].

The following evidence is enclosed:

[List the relevant evidence e.g. witness statements].

This procedure is in accordance with [Company name]'s disciplinary policy [add in title of policy] which is enclosed.

You're entitled to be accompanied by a colleague or trade union representative. If you wish to be accompanied, please share the name of your companion as soon as possible and no later than [date].

Please note that your companion will, if you wish, be able set out your case; respond on your behalf to any comments or points made at the hearing; take notes; and sum up your case at the end of the hearing. They will also be able to confer with you during the hearing. However, your companion will not be able to answer direct questions on your behalf.

(continued on next page)



We must inform you that the outcome of this hearing could lead to **[list possible options]**, but a decision will not be made until after the disciplinary hearing has concluded.

The outcome of the hearing will be shared with you, in writing, no later than **[number]** days following the hearing.

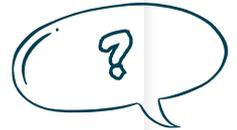
If you're not able to attend the hearing on this date, you must inform us as soon as possible, so we can reschedule. If your companion is not available, you may specify another date up to 5 working days later.

[Note: this is a recommendation – you don't have to provide a timeframe, but this is to help SMEs business interests].

If you or your companion have any reasonable adjustment requirements, please contact me as soon as possible.

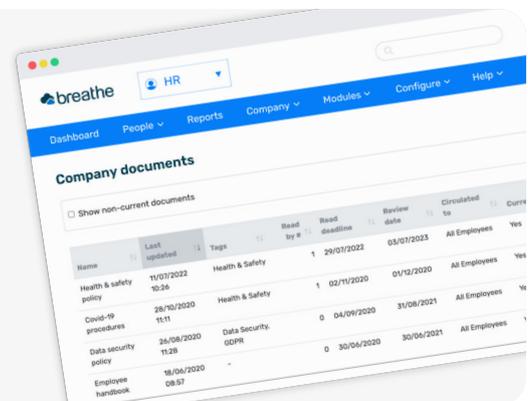
Yours sincerely,

[Name of person chairing hearing]



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2 Disciplinary outcome template letter



Copy and paste template text to edit and use yourself. For text included in square brackets, please edit and delete as appropriate.

[Space for SME company logo]

[Date - dd/mm/yyyy]
[Space for registered business address, if applicable]

Dear [Recipient name],

Re: Outcome of disciplinary hearing

I am writing to confirm the outcome of the disciplinary hearing held on [date], in accordance with the [Company name] [Name of policy].



All relevant evidence has been reviewed and [Company name] has decided that you will be issued with a [first/final] written warning. This warning will be placed in your personal file but will be disregarded for disciplinary purposes after [number] months, as per our [name] policy, provided your [conduct improves/performance reaches satisfactory levels].

The nature of the unsatisfactory [conduct/performance] was [details of misconduct or performance issue].

The [conduct/performance] improvement expected is [list details of what's expected. For performance related issues, list improvements you need to see].

The timescale in which improvement is required is [duration].

The likely consequence of [further misconduct / insufficient improvement] is a further disciplinary process, that could lead to [a final written warning / dismissal].

You have the right to appeal this decision. Any such appeal should be made in writing, clearly outlining your grounds for appeal and sending to [Name of the person that will hear the appeal] within [recommended 5] working days.

If you have any questions, please contact me.

Yours sincerely,

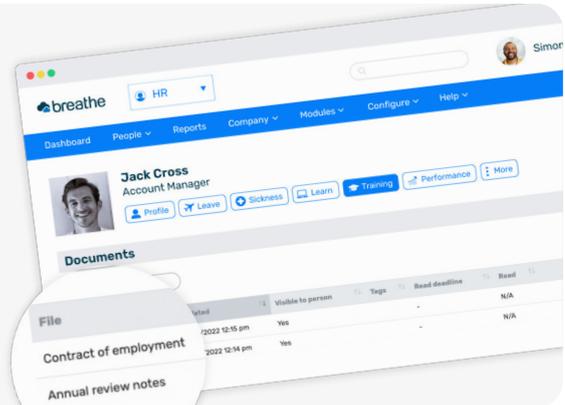
[Name of person chairing hearing]





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3 Dismissal template letter



Copy and paste template text to edit and use yourself. For text included in square brackets, please edit and delete as appropriate.

[Space for SME company logo]

[Date - dd/mm/yyyy]
[Space for registered business address, if applicable]

Dear [Recipient name],

Re: Termination of Employment

I am writing to confirm the outcome of the disciplinary hearing held on [date] in accordance with the [Company name] [name] policy.

The disciplinary hearing was held in relation to [delete as appropriate:] the allegation of [type of misconduct] / [details of performance issue].

We discussed the details in full at the hearing and after reviewing all the evidence presented, I can confirm that, [Company name] has decided that [delete as appropriate:] you have [list details of misconduct] / your performance has not made the necessary improvements.

[Delete as appropriate, depending on either gross misconduct or performance situation:]

You were given a final warning on [date] that a repeat of similar misconduct or any other instance of misconduct as detailed in [policy name] within [state length of time that final warning was to be active] would likely lead to your dismissal.

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You were given a final warning on [date] that unless your performance made [list previous improvements you stated were necessary] within [list timeframe previously stated], that as per [policy name], a lack of improvement according to these conditions would likely lead to your dismissal.

This letter therefore gives formal notification of termination of your employment.

Your employment with [Company name] will be terminated as of [date], for the following reasons:

[List evidence and reasons why employment has been terminated]



You have the right to appeal this decision. Any such appeal should be made in writing, clearly outlining your grounds for appeal and sending to [insert name and address of the person that will hear the appeal] within [number] days.

[You should now enter details of your usual process for leaving the business].

Any accrued holiday entitlement will be paid to you [detail rate] and included in your final salary payment, along with any statutory entitlements.

Your final pay will be calculated as of [list employee's final working day] and your payslip will be [detail how this will be sent to the employee – e.g. emailed or posted by the payroll team].

If you've got any questions, please don't hesitate to contact [HR representative's name] at [email or contact details].

We wish you the very best for your future endeavours.



Yours sincerely,

[Name]
[Job title]
[Contact details]

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