

Disciplinary Hearing Outcome

***i** Confirm the outcome of the hearing in writing. State the decision, how long any warning lasts, what needs to improve, the consequences of further issues, and the right of appeal.*

[Date]

PRIVATE & CONFIDENTIAL

[Employee full name]

[Address line 1]

[Postcode]

Dear [Employee first name],

I am writing to confirm the outcome of the disciplinary hearing held on [date], which was convened to consider the following allegation(s): [restate the allegation(s) briefly].

Decision

Having carefully considered the evidence and everything you said at the hearing, the decision is to [e.g. issue you with a first written warning / final written warning / dismiss you with notice]. The reasons for this decision are: [set out the reasons clearly].

How long this applies

This warning will remain live on your record for [e.g. 6 / 12] months. Provided the required standards are met and no further concerns arise during that period, it will then be disregarded for disciplinary purposes. [Delete this section if the outcome is dismissal.]

What needs to happen now

Required improvement / standard	[What must change and by when]
Support offered	[Any training, coaching or support provided]
Review date	[Date, if applicable]

Please be aware that any further misconduct or failure to meet the required standard during this period may result in further disciplinary action, up to and including dismissal.

Your right to appeal

You have the right to appeal this decision. If you wish to appeal, please write to [name, job title] within [e.g. 5] working days of receiving this letter, setting out the grounds of your appeal. You will then be invited to an appeal hearing, at which you again have the right to be accompanied.

Yours sincerely,



ACAS-ALIGNED TEMPLATE • DISCIPLINARY

[Name]

[Job title]

[Company / Store name]

i *Keep a copy on file. Make sure the person who hears any appeal was not involved in the original decision.*