



Handling Discipline and Grievances at Work

Sample Letters

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1. Notice of the disciplinary meeting

Date

Dear.....

I am writing to tell you that you are required to attend a disciplinary meeting on/...../..... at.....am/pm which is to be held in.....

At this meeting the question of disciplinary action against you, in accordance with the organisation's disciplinary procedure will be considered with regard to:

.....
.....
.....
.....
.....

I enclose the following documents*

The possible consequences arising from this meeting might be:

You are entitled, if you wish, to be accompanied by another work colleague or a trade-union representative.

Yours sincerely

Signed Manager.....

Note

*Delete if not applicable

2. Notice of the recorded oral warning, first written warning or final written warning

Date

Dear.....

You attended a disciplinary hearing onI am writing to inform you of the decision made that you will receive a recorded oral warning*, first written warning* or final written warning* in accordance with the organisation's disciplinary procedure.

This warning will be placed in your personal file but will not be considered for disciplinary purposes aftermonths, provided your conduct improves/performance reaches a satisfactory level**

- a. The nature of the unsatisfactory conduct or performance was:
- b. The conduct or performance improvement expected is:
- c. The timescale within which the improvement is required is:
- d. The likely consequence of further misconduct or insufficient improvement is a first written warning** a final written warning** dismissal**

You have the right to appeal against this decision (in writing**) towithindays of receiving this disciplinary decision.

Yours sincerely

Signed Manager

Note:*the wording should be amended as appropriate

** Delete as appropriate

3. Notice of the appeal meeting against the warning

Date.....

Dear.....

You have appealed against the recorded oral warning* first written warning* or final written warning* confirmed to you in writing on

Your appeal will be heard by in.....
on.....at.....

You are entitled to be accompanied by a work colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours sincerely

Signed Manager.....

Note

*the wording should be amended as appropriate

4. Notice of the result of the appeal against the warning

Date.....

Dear

You appealed against the decision of the disciplinary hearing that you be given awarning in accordance with the organisation's disciplinary procedure. The appeal hearing was held on.....

I am now writing to confirm that the decision made by the manager who carried out the appeal hearing, namely that the decision to still applies* / the decision to be revoked* [say if no disciplinary action is being taken or what the new disciplinary action is].

You have now used your right of appeal under the organisation's disciplinary procedure. This decision is final.

Yours sincerely

Signed Manager.....

Note

*the wording should be amended as appropriate

5. Letter to be sent by the employer, setting out the reasons for the proposed dismissal or action other than dismissal and arranging the meeting (for the statutory procedure)

Date

Dear.....

I am writing to tell you that..... [insert organisation's name] is considering dismissing you OR taking disciplinary action* [enter proposed action] against you.

This action is being considered with regard to the following circumstances.

You are invited to attend a disciplinary meeting on.....at....am/pm, which is to be held in where this will be discussed.

You are entitled, if you wish, to be accompanied by another work colleague or your trade-union representative.

Yours sincerely

Signed Manager.....

Note

*Action other than a warning such as transfer or demotion (if allowed for in the employee's contract or with the employee's agreement).

6. Letter to be sent by the employer after the disciplinary meeting arranged in letter 5 (for the statutory procedure)

Date

Dear.....

On you were informed that..... [insert organisation's name] was considering dismissing you OR taking disciplinary action [enter the proposed action] against you.

This was discussed in a meeting on..... At this meeting, it was decided that

*your conduct/performance was still not satisfactory and that you be dismissed.

*your conduct/performance was still not satisfactory and that the following disciplinary action would be taken against you.....

*no further action would be taken against you.

*I am therefore writing to you to confirm the decision that you will be dismissed and that your last day of employment with the organisation will be.....

The reasons for your dismissal are.....

*I am writing to you to confirm the decision that disciplinary action will be taken against you. The action will be..... . The reasons for the disciplinary action are.....

You have the right to appeal against this decision. Please write to withindays of receiving this disciplinary decision.

Yours sincerely
Signed Manager.....

Note

*the wording should be amended as appropriate

7. Notice of the appeal meeting against the dismissal/ disciplinary action* (for the statutory procedure)

Date

Dear.....

You have appealed against your dismissal/disciplinary action* [delete as appropriate] on, which was confirmed to you in writing on.....

Your appeal will be heard by in on..... at.....

You are entitled, if you wish, to be accompanied by another work colleague or your trade union representative.

The decision of this appeal meeting is final and there is no further right of review.

Yours sincerely

Signed Manager.....

Note

*Action other than a warning such as transfer or demotion (if allowed for in the employee's contract or with the employee's agreement).

8. Notice of the result of the appeal against the dismissal/disciplinary action* (for the statutory procedure)

Date

Dear.....

You appealed against the decision of the disciplinary hearing that you should be dismissed or subject to disciplinary action* [delete as appropriate]

The appeal meeting was held on.....

I am now writing to inform you of the decision taken by.....

[Insert the name of the manager] who conducted the appeal meeting, namely that the decision to still applies/ decision to will be revoked [say if no disciplinary action is being taken or what the new disciplinary action is].

You have now exercised your right of appeal under the organisation's disciplinary procedure and this decision is final.

Yours sincerely

Signed Manager.....

Note

*Action other than a warning such as transfer or demotion (if allowed for in the employee's contract or with the employee's agreement).

9. Letter of enquiry regarding likely cause of absence addressed to a worker's general practitioner

Date.

Doctor's name.

Address.
.....
.....

PLEASE ACKNOWLEDGE RECEIPT OF THIS LETTER IF THERE IS LIKELY TO BE ANY DELAY IN REPLYING

Re.

Name.

Address.
.....
.....

To administer Statutory Sick Pay, and the Organisation's sick pay scheme, and to plan the work in the department, it would be helpful to have a medical report on your patient, who works for our organisation.

His/her work as a.....has the following major features:

- Management responsibility for
- Seated/standing/mobile
- Light/medium/heavy effort required
- Day/shift/night work
- Clerical/secretarial duties
- Group I (private)/Group II (professional) driver
- Other

The absence record for the past year is summarised as:

Total days lost

This month

Previous months

Attached is your patient's permission to enquire. He/she wishes/does not wish to have access to the report under the Part III of the Access to Personal Files and Medical Reports (NI) Order 1991:

What is the likely date of return to work?

Will there be any disability at that time?

How long is it likely to last?

Are there any reasonable adjustments we could make to accommodate the disability?

Is there any underlying medical reason for this attendance record?

Is he/she likely to be able to render regular and efficient service in the future?

Is there any specific recommendation you wish to make about him/her which would help in finding him/her an alternative job, if that is necessary, and if there is an opportunity for redeployment (for instance no climbing ladders, no driving).

I would be grateful for an early reply and enclose a stamped addressed envelope. Please attach your account to the report (following the BMA guidance on fees).

Yours sincerely

Signed Name (BLOCK LETTERS).

Job Title.

Note: Please amend/delete where necessary

10. Employee raising a grievance under the formal grievance procedure

Date

Dear

I am writing to tell you that I want to raise a grievance about the following.

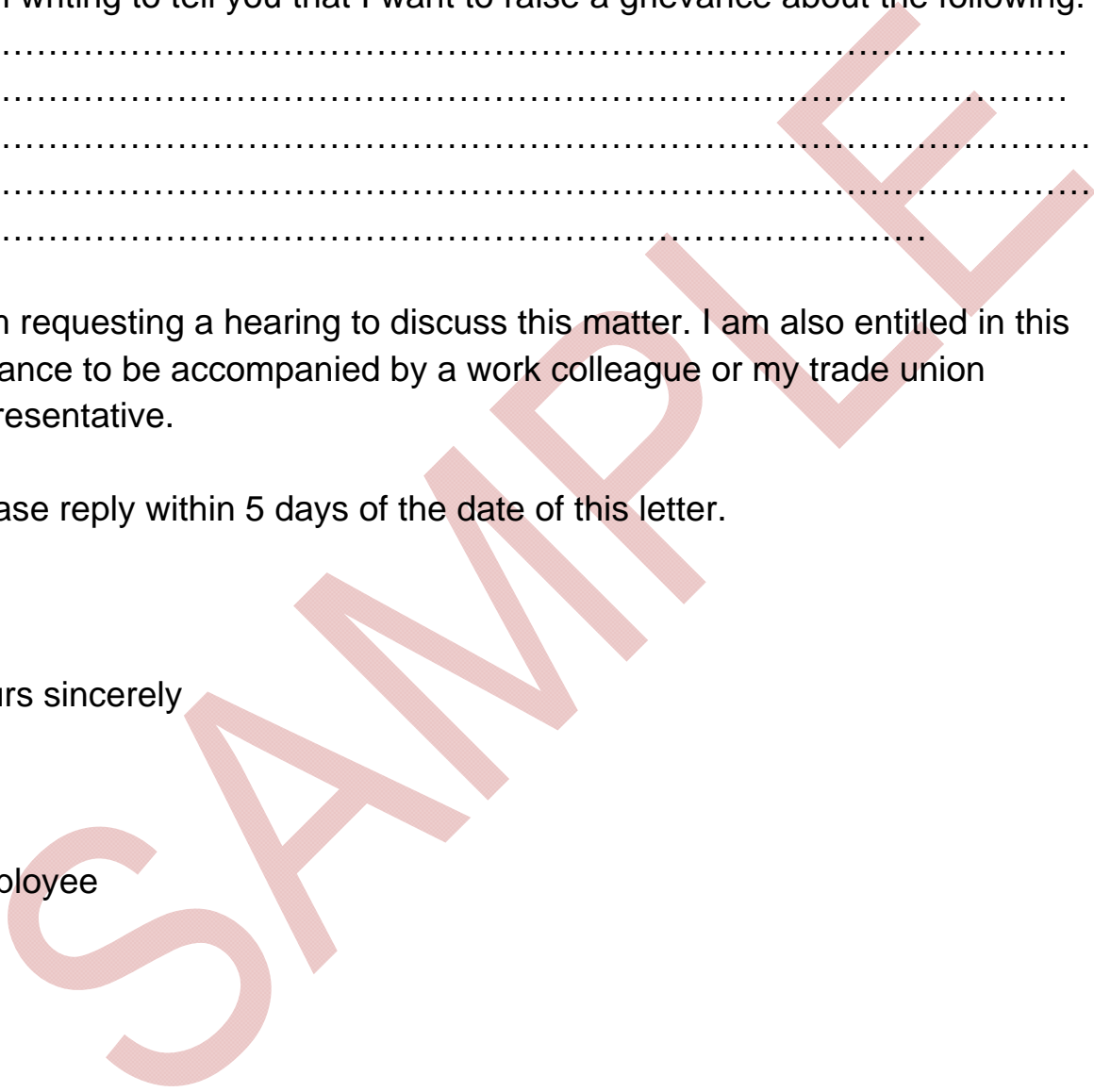
.....
.....
.....
.....
.....

I am requesting a hearing to discuss this matter. I am also entitled in this instance to be accompanied by a work colleague or my trade union representative.

Please reply within 5 days of the date of this letter.

Yours sincerely

Employee



11. Employee's request for an appeal hearing under the formal grievance procedure.

Date

Dear

On....., I was told that the organisation had decided to
.....based on my grievance
of..... raised on.....

I would like to request an appeal meeting against this decision. Please take account of the following information.

.....
.....
.....
.....

Please reply within five days from the date of this letter.

Yours sincerely

Employee