



Discipline and Grievance

Sample Letters

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Sample letters

1. Notice of the disciplinary meeting
2. Notice of the recorded oral warning, first written warning or final written warning
3. Notice of the appeal meeting against the warning
4. Notice of the result of the appeal against the warning
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)
6. Letter to be sent by the employer after the disciplinary meeting arranged in letter 5 (for the statutory procedure)
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9. Employee raising a grievance
10. Employee's request for an appeal hearing (grievance procedures)
11. Employee's request for appeal hearing (dismissal or disciplinary action procedures)

1. Notice of the disciplinary meeting

DearDate

I am writing to tell you that you have to come to a disciplinary meeting onat....., which is to be held in.....

At this meeting, we will discuss the possibility of disciplinary action against you, in line with the organisation’s disciplinary procedure, in relation to:

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

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

Yours sincerely

..... Manager

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

DearDate

You went to a disciplinary hearing onI am writing to confirm the decision made that you will receive a *recorded oral warning/*first written warning/*final written warning under the organisation's disciplinary procedure.

This warning will be placed in your personal file but will not be considered for disciplinary purposes aftermonths, as long as your conduct improves or 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 must be made is:

- d) The likely consequence of further misconduct or not enough 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

..... Manager

*The wording should be amended as appropriate

3. Notice of the appeal meeting against the warning

DearDate.....

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

Your appeal will be heard byin.....
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 you cannot ask for a review.

Yours sincerely

..... Manager

*The wording should be amended as appropriate

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

DearDate.....

You appealed against the decision of the disciplinary hearing that you be given a warning under Stage of 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, still applies* / will be withdrawn* [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, and this decision is final.

Yours sincerely

..... Manager

*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)

DearDate

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 in the following circumstances.

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

You are invited to come to a disciplinary meeting on.....
.....at.....am/pm which is to be held in

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

Yours sincerely

..... Manager

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

DearDate.....

On we told you 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 [*delete as appropriate]

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

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

.....

*no further action would be taken against you.

(Continued overleaf)

*The reasons for your dismissal are as follows.

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

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

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

You have the right to appeal against this decision.

Please write towithindays of receiving this disciplinary decision.

Yours sincerely

..... Manager

*The wording should be amended as appropriate

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

DearDate

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

Your appeal will be heard byin.....
onat.....am/pm.

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

The decision of this appeal meeting is final and you cannot ask for a review.

Yours sincerely

.....

Manager

*The wording should be amended as appropriate

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

DearDate

You appealed against the decision of the disciplinary hearing that *you should be dismissed/*disciplinary action should be taken against you. The appeal meeting was held on..... .

I am now writing to confirm that the decision made by..... [enter the name of the manager] who carried out the appeal meeting *still applies / *will be withdrawn [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

..... Manager

*The wording should be amended as appropriate

9. Employee raising a grievance

Dear Date

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

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

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

Please reply within..... [not more than 28] days of the date of this letter.

Yours sincerely

..... Employee

10. Employee's request for an appeal hearing (grievance procedures)

Dear Date

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

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

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

Please reply within.....*[five days may often be long enough]* days from the
date of this letter.

Yours sincerely

..... Employee

11. Employee’s request for an appeal hearing (dismissal or disciplinary action procedures)

DearDate.....

On I was informed that the Organisation was considering *dismissing/*taking disciplinary action [insert proposed action] against me.

I would like to appeal against this decision.

I wish the following information to be taken into account:

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

Yours sincerely

..... Employee

*The wording should be amended as appropriate.

