# Notice of disciplinary outcome letter: dismissal, disciplinary action or no action

[Today's date]

Dear [name of worker]

You attended a disciplinary hearing on [date]. I am writing to inform you that:

[Option A] [no further action will be taken against you].

[Option B] [disciplinary action will be taken against you. The action will be: [type of disciplinary action]. The reasons for this disciplinary action are: [enter details of misconduct or performance issue]].

[Option C] [you will be dismissed and your last day of service with the company will be [date]. The reasons for your dismissal are: [misconduct or performance issue]].

You have the right of appeal against this decision. If you would like to do this, [write to / email] [email address or postal address] within [number of days] days of receiving this disciplinary decision.

Yours sincerely,

[Signature and full name of manager / employer]