

Letter A- Outcome (No Action)

Dear.....

**OUTCOME OF DISCIPLINARY HEARING ON *(INSERT DATE OF HEARING)***

Further to the disciplinary hearing held in my office on (insert date of hearing), I write to confirm my decision with regard to the allegation (s) as detailed below.

During the hearing you *were accompanied by (insert name, title)/you declined your right to be accompanied by a trade union representative or other person of your choice*. Also present at the hearing were myself (Hearing Officer), (insert name) (HR Officer & Note Taker), (insert name) (Investigating Officer).

The allegation(s) considered were:

- 1.
- 2.

You were asked to comment and stated (give brief details of this). The notes of the hearing *are attached/will be sent to you once completed* for your information.

Having fully considered the evidence that was presented at the hearing and your responses to my questions, I am satisfied that the facts of the case are as follows. (Give details of each allegation and state why this does not constitute a disciplinary offence ).

Therefore, I have taken the decision that no further action should be taken towards you under the Council's Disciplinary Policy.

*(Detail here any matters arising following the case ie recommendations for training, additional support etc if applicable).*

*(If the individual was suspended)*

I recognise that arrangements now need to be made for you to return to work from your suspension. I will be asking (insert name & job title) to organise this with you as soon as possible.

You have the right to appeal against this decision. If you wish to appeal, please submit your notification of appeal within ten working days of receipt of this letter to (insert name, job title) Shropshire Council, (insert address). You should clearly state your grounds for appeal in your letter of appeal.

I enclose a second copy of this letter and ask that you sign and return it as acknowledgement of receipt.

Yours sincerely

*Name*

*Job title (Hearing Officer)*

*Service Area*

*firstname.lastname@shropshire.gov.uk*

*Telephone number*

Letter B – Outcome (First Written Warning)

Dear.....

**OUTCOME OF DISCIPLINARY HEARING ON *(INSERT DATE OF HEARING)***

Further to the disciplinary hearing held in my office on (insert date of hearing), I write to confirm my decision with regard to the allegation (s) as detailed below.

During the hearing you *were accompanied by (insert name, title)/you declined your right to be accompanied by a trade union representative or other person of your choice.* Also present at the hearing were myself (Hearing Officer), (insert name) (HR Officer & Note Taker), (insert name) (Investigating Officer).

The allegation(s) considered were:

- 1.
- 2.

You were asked to comment and stated (give brief details of this). The notes of the hearing *are attached/will be sent to you once completed* for your information.

Having fully considered the evidence that was presented at the hearing and your responses to my questions, I am satisfied that the facts of the case are as follows. (Give details and indicate how this constitutes a disciplinary offence).

*(Next refer to any ‘mitigating circumstances’ if applicable. Finally, refer to any previous warnings that are current and relevant to the disciplinary decision.)*

Therefore, I have taken the decision to issue you with a First Written Warning in accordance with the Council’s Disciplinary Policy. This warning will be placed on your personal file but will be disregarded for disciplinary purposes after a period of 6 months provided your conduct improves.

**Plan of Improvement/Future Requirements**

(Detail here the standard of conduct that is expected in the future, and any assistance you will be providing eg training, extra supervision, counselling. State the timescales for improvement and review).

You should note that the likely consequence of further misconduct is that further disciplinary action including a Final Written Warning may be taken against you.

*(If the individual was suspended)*

I recognise that arrangements now need to be made for you to return to work from your suspension. I will be asking (insert name & job title) to organise this with you as soon as possible.

You have the right to appeal against this decision. If you wish to appeal, please submit your notification of appeal within ten working days of receipt of this letter to (insert name, job title) Shropshire Council, (insert address). You should clearly state your grounds for appeal in your letter of appeal.

I enclose a second copy of this letter and ask that you sign and return it as acknowledgement of receipt.

Yours sincerely

*Name*

*Job title (Hearing Officer)*

*Service Area*

*firstname.lastname@shropshire.gov.uk*

*Telephone number*

cc: HR Advice & Projects, Human Resources

cc: Representative (if applicable)

Encl.

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Letter C- Outcome (Final Written Warning)

Dear.....

**OUTCOME OF DISCIPLINARY HEARING ON (INSERT DATE OF HEARING)**

Further to the disciplinary hearing held in my office on (insert date of hearing), I write to confirm my decision with regard to the allegation (s) as detailed below.

During the hearing you *were accompanied by (insert name, title)/you declined your right to be accompanied by a trade union representative or other person of your choice.* Also present at the hearing were myself (Hearing Officer), (insert name) (HR Officer & Note Taker), (insert name) (Investigating Officer).

The allegation(s) considered were:

1.

2.

You were asked to comment and stated (give brief details of this). The notes of the hearing *are attached/will be sent to you once completed* for your information.

Having fully considered the evidence that was presented at the hearing and your responses to my questions, I am satisfied that the facts of the case are as follows. (Give details and indicate how this constitutes a disciplinary offence).

*(Next refer to any 'mitigating circumstances' if applicable. Finally, refer to any previous warnings that are current and relevant to the disciplinary decision.)*

Therefore, I have taken the decision to issue you with a Final Written Warning in accordance with the Council's Disciplinary Policy. This warning will be placed on your personal file but will be disregarded for disciplinary purposes after a period of 12 months provided your conduct improves.

**Plan of Improvement/Future Requirements**

(Detail here the standard of conduct that is expected in the future, and any assistance you will be providing eg training, extra supervision, counselling. State the timescales for improvement and review).

You should note that the likely consequence of further misconduct is that further disciplinary action including dismissal may be taken against you.

*(If the individual was suspended)*

I recognise that arrangements now need to be made for you to return to work from your suspension. I will be asking (insert name & job title) to organise this with you as soon as possible.

You have the right to appeal against this decision. If you wish to appeal, please submit your notification of appeal within ten working days of receipt of this letter to (insert name, job title) Shropshire Council, (insert address). You should clearly state your grounds for appeal in your letter of appeal.

I enclose a second copy of this letter and ask that you sign and return it as acknowledgement of receipt.

Yours sincerely

*Name*

*Job title (Hearing Officer)*

*Service Area*

*firstname.lastname@shropshire.gov.uk*

*Telephone number*

cc: HR Advice & Projects, Human Resources

cc: Representative (if applicable)

Encl.

Letter D – Outcome (Dismissal)

Dear.....

**OUTCOME OF DISCIPLINARY HEARING ON *(INSERT DATE OF HEARING)***

Further to the disciplinary hearing held in my office on (insert date of hearing), I write to confirm my decision with regard to the allegation (s) as detailed below.

During the hearing you *were accompanied by (insert name, title)/you declined your right to be accompanied by a trade union representative or other person of your choice.* Also present at the hearing were myself (Hearing Officer), (insert name) (HR Officer & Note Taker), (insert name) (Investigating Officer).

The allegation(s) considered were:

3.

4.

You were asked to comment and stated (give brief details of this). The notes of the hearing *are attached/will be sent to you once completed* for your information.

Taking into consideration previous warnings (provide detail here) and having fully considered the evidence that was presented at the hearing and your responses to my questions, I am satisfied that the facts of the case are as follows. (Give details and indicate how this constitutes a disciplinary offence).

Therefore, I have decided that your conduct is unacceptable and that you should be dismissed from the organisation's employment in accordance with the Council's Disciplinary Policy.

The reason for your dismissal is (reiterate the reasons).

Your last day of employment with Shropshire Council is (insert date). (State here requirement or otherwise to serve period of notice and state situation regarding holiday pay and other pay.) (State here requirements regarding return of documentation, equipment, car, id badge, and other leaving administration.)

You have the right to appeal against this decision. If you wish to appeal, please submit your notification of appeal within ten working days of receipt of this letter to (insert name, job title) Shropshire Council, (insert address). You should clearly state your grounds for appeal in your letter of appeal.

I enclose a second copy of this letter and ask that you sign and return it as acknowledgement of receipt.

Yours sincerely

*Name*

*Job title (Hearing Officer)*

*Service Area*

*firstname.lastname@shropshire.gov.uk*

*Telephone number*

Letter E – Outcome (Summary Dismissal/without notice)

Dear.....

**OUTCOME OF DISCIPLINARY HEARING ON *(INSERT DATE OF HEARING)***

Further to the disciplinary hearing held in my office on (insert date of hearing), I write to confirm my decision with regard to the allegation (s) as detailed below.

During the hearing you *were accompanied by (insert name, title)/you declined your right to be accompanied by a trade union representative or other person of your choice*. Also present at the hearing were myself (Hearing Officer), (insert name) (HR Officer & Note Taker), (insert name) (Investigating Officer).

The allegation(s) considered were:

- 1.
- 2.

You were asked to comment and stated (give brief details of this). The notes of the hearing *are attached/will be sent to you once completed* for your information.

Having fully considered the evidence that was presented at the hearing and your responses to my questions, I am satisfied that the facts of the case are as follows. (Give details and indicate how this constitutes a disciplinary offence).

*(Next refer to any ‘mitigating circumstances’ if applicable and why they are not acceptable.)*

Therefore, I have taken the decision to summarily dismiss you from the organisation’s employment for gross misconduct in accordance with the Council’s Disciplinary Policy.

The reason for your dismissal is (reiterate the reasons).

Your dismissal is without notice or pay in lieu of notice. You are therefore dismissed with immediate effect today (insert date) which will constitute the effective date of termination of your employment.

(State here requirements regarding return of documentation, equipment, car, id badge, and other leaving administration.)

You have the right to appeal against this decision. If you wish to appeal, please submit your notification of appeal within ten working days of receipt of this letter to (insert name, job title) Shropshire Council, (insert address). You should clearly state your grounds for appeal in your letter of appeal.

I enclose a second copy of this letter and ask that you sign and return it as acknowledgement of receipt.

Yours sincerely

*Name*  
*Job title (Hearing Officer)*  
*Service Area*  
*firstname.lastname@shropshire.gov.uk*  
*Telephone number*

cc: HR Advice & Projects, Human Resources  
cc: Representative (if applicable)

Encl.

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Please complete the following and return to (insert name) Human Resources.

I sign to confirm receipt of the letter dated (insert letter date):

PRINT NAME:

SIGNATURE:

DATE: