**Private and Confidential               (SENT RECORDED AND FIRST-CLASS MAIL)**

INSERT NAME

INSERT ADDRESS

DATE

Dear INSERT NAME,

**Disciplinary Meeting Outcome - First Written Warning**

I am writing to confirm the main points arising from and the outcome of the Disciplinary Meeting, which was held on DATE, in the LOCATION Office.  I conducted the meeting and INSERT NAME, TITLE, was in attendance as a note taker. You chose not to exercise your right to be accompanied and attended the meeting on your own.

The purpose of the meeting as stated in our letter dated DATE, was to discuss the following allegations:

*We discussed the contents of these allegations and you confirmed to me that you had provided false information relating to your absence from work on DATE.*

**Findings**

I find you to be an employee of INSERT NAME for XXX Period of time and it would be reasonable to assume knowledge of the absence reporting procedure in that you are supposed to phone the office to confirm your absence from work. In addition, you were provided with copies of both the employee handbook and your contract of employment which clearly laid down this procedure.

**Conclusion**

*I find that you have been absent from work by stating a falsehood, indicating that you were sick, when you were actually attending a job interview for another role. It is my belief that your conduct breaches the trust and confidence that exists between employer and employee.*

As discussed, it is therefore with regret that I can confirm that I have decided to dismiss you from your employment as a INSERT JOB TITLE, as I believe your actions constitute gross misconduct.  As such, no notice is payable and your final date of employment with the Company is XXX.

Your P45 will be sent to you in due course and you will be paid for any accrued but untaken holidays during the current leave year.

You have the right of appeal against this warning.  If you wish to appeal against this decision you may do so in writing, detailing fully the reasons for your appeal to INSERT NAME, TITLE by INSERT METHOD/NUMBER of this page within 5 working days of receipt of this letter.

Yours sincerely

**INSERT NAME**

**INSERT TITLE**