

Strictly Private and Confidential

Date: [Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Notice of Summary Dismissal

Dear [Employee Name],

I am writing to formally notify you of the termination of your employment with [Company Name], effective immediately, [Date].

This decision follows a formal disciplinary hearing held on [Date], which was attended by [Names of attendees]. During this meeting, we discussed the following allegations of gross misconduct:

- **Time Theft:** [Briefly describe specific incidents, e.g., claiming pay for hours not worked].
- **Falsification of Records:** [Briefly describe specific incidents, e.g., altering timesheets or digital logs].

After reviewing the evidence, including [mention evidence, e.g., GPS logs, gate records, or witness statements], the company has determined that your actions constitute a fundamental breach of your employment contract and a total loss of trust and confidence.

As this is a summary dismissal for gross misconduct, your employment is terminated without notice or pay in lieu of notice. You will receive payment for all hours worked up to the date of dismissal and any accrued but unused holiday entitlement, subject to standard deductions.

Please return all company property, including [keys, laptop, ID badge, etc.], to [Location/Name] by [Date/Time].

You have the right to appeal this decision. If you wish to do so, you must submit your appeal in writing to [Name/Department] within [Number] working days of receiving this letter, stating your full grounds for appeal.

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]