

PRIVATE AND CONFIDENTIAL

[Date]

[Employee Name]

[Employee Address]

[City, Postcode]

Subject: Notice of Dismissal for Gross Misconduct

Dear [Employee Name],

I am writing to inform you of the outcome of the disciplinary hearing held on [Date of Hearing], which was attended by [Names of attendees]. The hearing was convened to discuss the allegation(s) of gross misconduct against you, specifically: [Description of fraud, e.g., falsification of expense claims / theft of company funds / manipulation of financial records].

After careful consideration of the evidence presented, including [Reference evidence, e.g., audit reports, CCTV, or witness statements], and your response to these allegations, the company has concluded that your actions constitute gross misconduct. Specifically, it was determined that [Details of the findings].

Your actions have resulted in a fundamental breach of the trust and confidence inherent in your contract of employment. Therefore, the decision has been made to dismiss you from your position as [Job Title] with immediate effect.

Your employment is terminated effective as of [Date of Hearing/Today's Date]. Because this is a dismissal for gross misconduct, you are not entitled to a notice period or payment in lieu of notice. Your final salary payment, including any accrued but untaken holiday pay, will be paid to you on [Date] via [Method of payment].

Please ensure that all company property, including [List items, e.g., keys, laptop, ID badge], is returned to [Name/Department] by [Date].

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

Yours sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]