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**Handling Discipline and Grievances at Work**

**Sample Letters**

November 2021

***THIS DOCUMENT IS FOR GUIDANCE ONLY.***

***The material contained in this document is designed to provide general information and non-directive advice and should not be treated as a complete and authoritative statement of law. Whilst all attempts are made to keep information accurate and as up to date as possible, any errors or omissions cannot be held to be the responsibility of the Labour Relations Agency.***

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**1. Notice of the disciplinary meeting**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date …………………………….

Dear ....................................

I am writing to inform you that you are required to attend a disciplinary meeting on

……/……/….. at ………am/pm which is to be held in .…………………………..

At this meeting the question of disciplinary action against you, in accordance with the organisation’s disciplinary procedure will be considered with regard to:

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

I enclose the following documents\*

The possible consequences arising from this meeting might be:

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

You are entitled, if you wish, to be accompanied by a work colleague or trade union representative.

Yours sincerely

Signed …………………….

Note: \*Delete if not applicable.

**2. Notice of the recorded oral warning, first written warning or final written**

**warning**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date ……………………………..

Dear .....................................

You attended a disciplinary hearing on ................. I am writing to inform you of the decision. You will receive a recorded oral warning,\* first written warning\* or final written warning\* in accordance with the organisation’s disciplinary procedure.

This warning will be placed in your personal file and will not be considered for disciplinary purposes after ………. months, provided your conduct improves/performance reaches a satisfactory level.\*

1. The nature of the unsatisfactory conduct or performance was:
2. The conduct or performance improvement expected is:
3. The timescale within which the improvement is required is:
4. The likely consequence of further misconduct or insufficient improvement is a first written warning,\* a final written warning\*, dismissal.\*

You have the right to appeal against this decision (in writing\*) to ............... within .............. days of receiving this disciplinary decision.

Yours sincerely

Signed …………………….

Note: \*Amend wording as appropriate.

**3. Notice of the appeal meeting against the warning**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date ……………………………..

Dear......................................

You have appealed against the recorded oral warning,\* first written warning,\* or final written warning\* confirmed to you in writing on …………….

Your appeal will be heard by …………………….. in ………………… on …………………… at …………………

You are entitled to be accompanied by a work colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours sincerely

Signed ………………………..

Note: \*Amend wording as appropriate.

**4. Notice of the outcome of the appeal against the warning**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date ........................................

Dear ……………………………….

You appealed against the decision of the disciplinary hearing that you be given a …………. warning in accordance with the organisation’s disciplinary procedure. The appeal hearing was held on ....................

I am now writing to confirm that the decision made by the manager who carried out the appeal hearing, namely that the decision to …………………………… still applies\*/the decision to

…………………………………. be revoked.\*

You have now used your right of appeal under the organisation’s disciplinary procedure. This decision is final.

Yours sincerely

Signed ……………………………

Note: \*State the disciplinary action being taken and where no disciplinary action is warranted it is important to record this. Amend wording as appropriate.

1. **Letter to be sent by the employer, setting out the reasons for the proposed dismissal or action other than dismissal and arranging the meeting (for the statutory procedure)**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date …………………………..

Dear …………………………..

I am writing to inform you that ………………………… is considering dismissing you **OR** taking disciplinary action\* [enter proposed action] against you.

This action is being taken with regard to the following circumstances..…………………………….

You are invited to attend a disciplinary meeting where this will be discussed. The meeting will be held on ……………….. at …… am/pm.

You are entitled, if you wish, to be accompanied by a work colleague or a trade union representative.

Yours sincerely

Signed …………………….

Note: \*Action other than a warning such as transfer or demotion (if allowed for in the employee’s contract or with the employee’s agreement). Amend wording as appropriate.

1. **Letter to be sent by the employer after the disciplinary meeting arranged in letter 5 (for the statutory procedure)**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date ………………………………..

Dear.........................................

On ....... you were informed that ................................. was considering dismissing you **OR** taking disciplinary action\* [enter the proposed action] against you.

This was discussed in a meeting on …………… At this meeting, it was decided that

\*your conduct/performance was still not satisfactory and that you be dismissed.

\*your conduct/performance was still not satisfactory and that the following disciplinary action would be taken against you ……………….

\*no further action would be taken against you.

\*I am therefore writing to confirm the decision that you will be dismissed and that your last day of employment with the organisation will be …………………………….

The reasons for your dismissal are…………………

\*I am writing to confirm the decision that disciplinary action will be taken against you. The action will be………………. The reasons for the disciplinary action are ………………………………

You have the right to appeal against this decision. Please write to ...................... within …… days of receiving this disciplinary decision.

Yours sincerely

Signed …………………………

Note: \*Amend wording as appropriate.

1. **Notice of the appeal meeting against the dismissal or relevant disciplinary action (for the statutory procedure)**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date ……………………………..

Dear......................................

You have appealed against your dismissal/disciplinary action\* on ……….., which was confirmed to you in writing on ………………..

Your appeal will be heard by ………………… in ………………. on ………………at …… am/pm.

You are entitled, if you wish, to be accompanied by a work colleague or a trade union representative.

The decision of this appeal meeting is final and there is no further right of review.

Yours sincerely

Signed …………………….

Note: \*Action other than a warning such as transfer or demotion (if allowed for in the employee’s contract or with the employee’s agreement). Amend wording as appropriate.

**8. Notice of the outcome of the appeal against the dismissal/disciplinary action (for the statutory procedure)**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Employee Information*

Full Name

Address

Postcode

Date …………………………

Dear.................................

You appealed against the decision of the disciplinary hearing that you should be dismissed or subject to disciplinary action.\*

The appeal meeting was held on.................

I am now writing to inform you of the decision taken by.................

[Insert the name of the manager] who conducted the appeal meeting, namely that the decision to …………………………. still applies\*/decision to …………………………. will be revoked.\*

You have now exercised your right of appeal under the organisation’s disciplinary procedure and this decision is final.

Yours sincerely

Signed …………………………………..

Note: \*Action other than a warning such as transfer or demotion (if allowed for in the employee’s contract or with the employee’s agreement). Amend wording as appropriate.

**9. Letter of enquiry regarding likely cause of absence addressed to a worker's general practitioner**

*Employers Information*

Full Name

Address

Email

Telephone No:

*Recipients Information*

Full Name

Address

Postcode

Date. ………………………

Doctor's name ………………………………………

\*Please acknowledge receipt of this letter if there is likely to be any delay in replying\*

Dear ……………

Re: ………………

Full Name

Address

Postcode

To administer Statutory Sick Pay, and the organisation's sick pay scheme, and to plan the work in the department, it would be helpful to have a medical report on your patient, who works for our organisation.

[Insert employee name] works as a .................... [describe main features of job, for example]:

Management responsibility for

Seated/standing/mobile

Light/medium/heavy effort required

Day/shift/night work

Clerical/secretarial duties

Group I (private)/Group II (professional) driver

Other

The absence record for the past year is summarised as:

Total days lost

This month

Previous months

Attached is your patient's permission to enquire. [insert employee name] wishes/does not wish to have access to the report under the Part III of the Access to Personal Files and Medical Reports (NI) Order 1991:

What is the likely date of return to work?

Will there be any disability at that time?

How long is it likely to last?

Are there any reasonable adjustments we could make to accommodate the disability?

Is there any underlying medical reason for this attendance record?

Is [insert employee name] likely to be able to render regular and efficient service in the future?

Is there any specific recommendation you wish to make about [insert employee name] which would help in finding them an alternative job, if that is necessary, and if there is an opportunity for redeployment (for instance no climbing ladders, no driving).

I would be grateful for an early reply and enclose a stamped addressed envelope. Please attach your account to the report (following the BMA guidance on fees)

Yours sincerely

Signed. ................................................

Job Title. ……………………………………

Note: Amend wording as appropriate.

1. **Employee raising a grievance under the formal grievance procedure**

*Employee Information*

Full Name

Address

Postcode

Email

Telephone No:

*Employers Information*

Full Name

Address

Email

Date …………………………….

Dear …………………………….

I am writing to inform you that I wish to raise a grievance about the following.

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

I am requesting a meeting to discuss this matter and also aware of my right to be accompanied by a work colleague or trade union representative.

Please reply within five days of the date of this letter.

Yours sincerely

Signed …………………….

Note: Amend wording as appropriate.

1. **Employee’s request for an appeal hearing under the formal grievance procedure**

*Employee Information*

Full Name

Address

Postcode

Email

Telephone No:

*Employers Information*

Full Name

Address

Email

Date …………………………

Dear …………………………

On ……………, I was informed that the organisation had decided to ……………………… based on my grievance of…………………………………………… raised on …………………….

I would like to request an appeal meeting against this decision. Please tak~~e~~ account of the following information.

………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

Please reply within five days from the date of this letter.

Yours sincerely

Signed …………………….

Note: Amend wording as appropriate.