



D.I.Y. TEMPLATES

Disciplinary Outcome Letter

Neil McLeese from Personnel & Training Services takes a look at a template disciplinary outcome letter, breaking it down into distinct sections to make it easier to prepare your disciplinary outcome letters for HR Professionals and Line Managers alike.

<p>Mr Joe Bloggs c/o LID Enterprises 123 Main Street Belfast BT00 0ZZ</p> <p>11th November 2016</p> <p>Dear Mr Bloggs,</p>	
<p>Further to the disciplinary hearing held with you on 9th November 2016 I write to confirm the outcome as verbally conveyed following an adjournment at the end of the meeting.</p> <p>As you are aware the disciplinary hearing was convened to discuss allegations that on 28th October 2016 you posted confidential commercial information belonging to LID Enterprises on Facebook during working hours.</p> <p>It was noted that during the disciplinary investigation meeting on 1st November 2016 you confirmed that you were aware of the Company's Social Media Policy but despite this you had posted the Company's confidential commercial information on Facebook but stated "<i>I don't see what the big deal is</i>".</p>	<p>Introductory Section</p> <p>It is important to link this back to original letter that invited the employee to the disciplinary hearing. You will want to avoid inconsistencies as this may allow the employee.</p> <p>It is good to recap on the reason why the meeting was convened and some detail around the investigation.</p>
<p>During the disciplinary hearing you confirmed that the allegations were correct but, upon reflection, you could see why the Company would have an issue with you disclosing confidential information on Facebook, particularly as you had cited LID Enterprises as your employer on your Facebook profile.</p> <p>We noted your sincere apology as well as a promise not to repeat this type of behaviour ever again.</p>	<p>The employee's response.</p> <p>Include a summary of what the employee has said in response in relation to the allegations including any answers that they have given to the panel's questions.</p>
<p>In light of the above you were deemed guilty of "<i>Any breach of confidentiality or fidelity in relation to the Company's business</i>" and "<i>Deliberate breach of the Company's Social Media Policy</i>" which are classified as Gross Misconduct offences.</p> <p>Normally this would render you liable to summary dismissal but the panel took into consideration your sincere apology and your previous</p>	<p>The employer's findings and decision.</p> <p>Make sure to include:</p> <ul style="list-style-type: none">• the sanction issued,• the duration of the sanction,

clean disciplinary record and decided to mitigate the sanction back to a Final Written Warning.

This Final Written Warning will remain on your record for a period of 12 months effective from 11th November 2016. We would confirm that should you be deemed guilty of any other misconduct within that time you may be liable for further disciplinary action.

You may, if you wish, appeal the decision to issue you with a Final Written Warning. Any such appeal should be made in writing, clearly outlining your grounds for appeal and forwarded to the Managing Director within 5 working days of the date of receipt of this letter.

Yours sincerely,

Jayne Doe
Manager

- a clear warning that further misconduct could lead to further disciplinary action

The right of appeal

Make sure to include:

- how and where to appeal
- the time-limit,

Should you have any queries regarding this bulletin or if you would like assistance in dealing with disciplinary issues please do not hesitate to contact Neil or a member of the team on 028 2564 4110 or by emailing enquiries@pts-ni.com .