

Conversation Plan – Dismissal on Notice

Make sure you are in a private setting and that you have a witness. If the employee doesn’t have a representative or witness, confirm that they waive their right to do so. If necessary adjourn while they get representation. The following points should be covered in this sequence:

1. “The matters that gave rise to this disciplinary process (restate if you wish) are serious because…….
2. “We have thoroughly considered your explanation and we are not satisfied (explain if you wish). Our conclusion is that you have breached our standards / Code of Conduct / policy etc.”
3. “You are currently subject to a formal warning dated …………………………………………….. which indicated that further incidents of misconduct / unacceptable performance may lead to your dismissal. Yet this latest incident has occurred.
4. “In these circumstances, our decision is that you are hereby given notice of the termination of your employment effective from today’s date. We will confirm this by letter to you. You will be paid in lieu of working out your notice period. Your last day of employment will be ………………………………………… (date).

Any outstanding monies including holiday pay will be paid to you. A certificate of service is available on request.

You will need to return the following items before you leave:

In accordance with your employment agreement, the following deductions (if any) will be made from your final pay:

1. “While we regret this outcome we are an organization that maintains high standards and our team and our reputation are at risk when people don’t meet those standards.”

Thank you.

**File Note:** Make a record of this conversation including name, date, time, who was present and what was said. After the meeting, **HR will** issue the Termination of Employment Letter to the staff member and place a copy on his/her personal file.