Please quote: **REFERENCE**

(2 returns)

**SUBURB (IN CAPS) [2 SPACES] STATE (IN CAPS) [2 SPACES] POSTCODE**

(2 returns)

Dear

I refer to my letter dated (*insert date of show cause on disciplinary action letter*) in which I invited you to respond to why the following disciplinary action should not be imposed under section [insert the disciplinary action that was proposed]

I have carefully considered all the evidence available to me, including your response received [*insert date received*].

[*Address points raised by the employee in their response*].

Accordingly, following my earlier decision of (*date of disciplinary finding*] under section 187(1)(*x*) of the PSA on the grounds that you [*insert the grounds*], I have decided to impose the following disciplinary action under section 188(1):

* [*insert the disciplinary action here*].
* [*if disciplinary action varies from what was originally proposed explain why]*

A record of this action will be retained on a separate confidential disciplinary file and may be a factor in the consideration of any future disciplinary process initiated against you. Your personnel file will contain only the outcome of the disciplinary action and a notation that a separate disciplinary file exists.

As previously advised, the [*insert name of department’s employee assistance service*] is available to departmental employees. The service is a confidential counselling and support service and is available on [*insert telephone number*]. You may also wish to seek advice and assistance from your union.

*Paragraph for all decisions other than termination of employment*

*A right of review of a disciplinary decision is contained in the Public Service Act 2008 (Chapter 7). You may appeal my disciplinary decision within 21 days of receiving the decision. Subject to any appeal, the above disciplinary action will be implemented on the conclusion of the appeal lodgement period. The QIRC Industrial Registry will be able to provide further information about public service appeal procedures (*[*www.qirc.qld.gov.au*](http://www.qirc.qld.gov.au)*; Tel: 1300592987 or 32278060).*

*Paragraph – termination of employment*

*As termination of employment is not a disciplinary action which may be appealed under the appeal provisions of the PSA, you may lodge an application for reinstatement under the Industrial Relations Act 2016 with the QIRC Industrial Registry. The QIRC Industrial Registry will be able to provide further information about an application for reinstatement (*[*www.qirc.qld.gov.au*](http://www.qirc.qld.gov.au)*; Tel: 1300592987 or 32278060).*

Please note, this matter remains confidential and should not be discussed in the workplace.

If you have any questions about the contents of this letter please do not hesitate to contact [*insert name of departmental contact*] on telephone number xxx.

Yours sincerely

Decision Maker /Delegated Authority

**[Address Block]**