

[Print on

r insert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

With reference to your request for an appeal hearing, we propose that the appeal hearing be held on <<date & time>> at <<insert location>>.

your selection for redundancy. We <<date & time>> at <<insert location>>.

The appeal hearing will be heard by <<Name & title>> whose role will be to conduct the hearing and make a decision as to whether your selection was fair. <<Name & title>> will be attending in order to take notes of the hearing.

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At the hearing you will be given the opportunity to state your case and respond to the Company's reasons for selecting you for redundancy. [Enclosed are copies of the documentation which the Company has used in reaching its decision. You are entitled to be accompanied by a work colleague or trade union representative. Your companion will be entitled to address the hearing on your behalf. I should be grateful if you could confirm as soon as possible who your companion will be.

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Please confirm as soon as possible who your companion will be and that of your companion at the hearing. The Company will reschedule the hearing if you propose an alternative time and date <<e.g. within 5 working days of the date above>>.

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The appeal hearing will be conducted in a private meeting. Please forward with respect to your selection for redundancy, other than those you have already stated in your written representations to me prior to the hearing.

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The appeal hearing has the power to uphold or overturn your selection. In any event, your selection will be final.

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Please do not hesitate to contact me if you have any questions about the appeal hearing.

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Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

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