

[Print on Employer's Letterhead] Company Name and Address]

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

<<Date>>

Dear << >>

I am writing to acknowledge your appeal against your <<Insert Date>> against your <<first formal warning / final warning>>.

Your appeal will be heard by <<Insert Name>> on <<Insert Date>> at <<Insert Time and Place>>.

You are entitled, if you wish, to be accompanied at the meeting by a colleague/trade union representative. At the meeting you will be given a full opportunity to put your case. Your companion will be entitled to address the meeting to put or sum up your case but may not answer questions on your behalf. I should be grateful if you could let me know as soon as possible who your companion will be.

I should be grateful if you would confirm your attendance and that of your companion cannot attend the meeting please inform the Company as soon as possible so we can schedule the meeting for a more suitable time and date.

If you have any special or disability requirements please contact me to assist you in understanding or attending this meeting please contact me if you need any help to accommodate your needs.

Please note that the appeal has the right to appeal any decisions made, impose different disciplinary sanctions, or uphold the decision. In any event the decision of the appeal is final and there is no further right of appeal.

Yours sincerely

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