

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Decision

I am writing to inform you of the decision in respect of your appeal. You have appealed against your <<first formal warning / final warning>> and the appeal meeting was held on <<Insert Date>>.

of the appeal meeting is to uphold the decision. This decision has been taken because

[Having considered your appeal and the decision of the appeal meeting is to uphold the decision. This decision has been taken because <<give reasons why appeal was allowed>>.]

of the appeal meeting is to allow the decision and <<first formal warning / final warning >> from your personnel file. This decision has been taken because <<give reasons why appeal was allowed>>.]

OR

[Having considered your appeal and the decision of the appeal meeting is to allow the decision and <<first formal warning / final warning >> from your personnel file. This decision has been taken because <<give reasons why appeal was allowed>>.]

of the appeal meeting is to impose alternative disciplinary action. This decision has been taken because <<give reasons why appeal was allowed>>.]

OR

[Having considered your appeal and the decision of the appeal meeting is to impose alternative disciplinary action. This decision has been taken because <<give reasons why appeal was allowed>>.]

of appeal in regards to your Company Disciplinary Procedure

Please note that you have no right of appeal in regards to your Company Disciplinary Procedure and this decision is final.

Yours sincerely

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

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