

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

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

<<Date>>

Dear << >>

Decision

You have appealed against the decision of the Appeal Panel. I am writing to inform you that the Appeal Panel has held an appeal meeting that [, after two formal warnings,] you be <<dismissed>>. The appeal meeting was held on <<Insert Date>>.

I am now writing to inform you that the Appeal Panel has decided that the decision of the Appeal Panel should be upheld by <<Insert Name of Manager>> who conducted the appeal meeting.

[After careful consideration of the Appeal Panel's decision, it has been decided that the Company will allow your appeal and remove all traces of the incident from your personnel file.]

OR

[After careful consideration of the Appeal Panel's decision, it has been decided that the Company will uphold the decision of the Appeal Panel. The dismissal will be effective from the original date of <<insert date>>.] <<insert date>>] dated to you in our letter of

OR

[After careful consideration of the Appeal Panel's decision, it has been decided that the Company will allow your appeal but substitute << insert nature of sanction e.g. demotion >>.]

Please note that you have not exhausted your right of appeal under the Company Disciplinary Procedure and this decision is final.

Yours sincerely

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