

[Print on Employer's Company Name and Address]

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

<<Date>>

Dear << >>

Re: Appeal Meeting against <<some other disciplinary action>>

I am writing to acknowledge your <<e.g. dismissal or some other disciplinary action>> confirmed on <<Insert Date>>. Your appeal will be heard by <<Insert Manager Name>> at <<Insert Time and Place>>.

Should you wish to submit any evidence, please send this to <<Name>> not less than <<Insert Time and Place>> considered prior to the meeting you may attend before the meeting.

You are entitled, if you wish, to be accompanied by a work colleague or trade union representative. I should be notified in writing to confirm as soon as possible who your companion will be, and your attendance at the appeal meeting.

If for any reason you or your companion cannot attend the appeal meeting at the scheduled date and/or time please inform us as soon as possible so that we can reschedule the meeting for a more suitable time.

If you have any special requirements to assist you in attending the appeal meeting, please contact <<Name>> so that he/she can help to accommodate you.

Please note that the appeal hearing does not have the power to overturn the decisions made, impose different disciplinary sanctions or suspend any disciplinary decisions. In any event the decision of the appeal is final and there is no right of review.

Yours sincerely

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

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