

[Print on Company Letterhead]

[Company Name & Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

**Time Off For**

**Appeal Decision**

Dear <<Name of Employee>>,

Pursuant to your appeal letter dated <<Date>>,  
details of time off work for study/training

considered your request for <<

EITHER

[We have reviewed the decision original  
appeal has been accepted. Your original  
matter of study/training>> will take place  
training provider/manager>>]. [This

pleased to inform you that your  
accommodated and your <<subject  
>> under the supervision of <<e.g.  
qualification>>].

For the period of time you take off work  
application you will be [paid] OR [unpaid]  
the <<relevant period of time>> to meet  
detailed in your application.]

accordance with your accepted  
agreed that you will work flexibly over  
of work for the study/training as

The costs of the training shall be met by

you.>>]

OR

[I regret to inform you that our original

that your appeal is hereby rejected.

The grounds for this rejection are as follows:  
reason(s) FROM THE FOLLOWING

SELECT AT LEAST ONE business

[The proposed study or training would  
business or the performance of the Company

effectiveness in the Company's

The burden of additional costs; OR

Detrimental effect on ability to meet

Inability to re-organise work among

Inability to recruit additional staff; OR

Detrimental impact on quality; OR

Detrimental impact on performance;

Insufficiency of work during the period

Planned structural changes.]

or study; OR

These grounds apply to this case because

grounds apply>>.

We have, therefore, scheduled an  
You are entitled, if you wish, to be  
address the meeting, to put or sum  
your behalf. I should be grateful if yo  
be, should you choose to be accom

If you or your companion are unab  
know as soon as possible and we v  
and date within seven days of the or

Please do not hesitate to contact me

Yours sincerely,

<<Name & Title>>

S

A

M

P

L

F

<<insert date>> at <<insert time and place>>.  
league. Your companion will be entitled to  
with you but may not answer questions on  
soon as possible who your companion will

at the allotted time please let me  
ng for a reasonable alternative time  
g.]

Further queries.