

[Print on Company Letterhead]

[Company Name & Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

## Time Off For

## Final Decision

Dear <<Name of Employee>>,

Pursuant to the appeal meeting dated <<Date>> we have considered your request for <<Details of time off work for study/training>>.

<<Details of time off work for study/training>>.

### EITHER

[We have reviewed the decision originally made and your appeal has been accepted. Your original matter of study/training>> will take place under the supervision of <<e.g. training provider/manager>>]. [This decision is made in accordance with your accepted application you will be [paid] OR [unable to meet the <<relevant period of time>> to meet the details in your application.]

[We have reviewed the decision originally made and your appeal has been accepted. Your original matter of study/training>> will take place under the supervision of <<e.g. training provider/manager>>]. [This decision is made in accordance with your accepted application you will be [paid] OR [unable to meet the <<relevant period of time>> to meet the details in your application.]

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

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

The costs of the training shall be met by <<Company Name>>.

<<Company Name>>]

OR

[I regret to inform you that our original decision is hereby rejected.

[I regret to inform you that our original decision is hereby rejected.

The grounds for this rejection are as follows: <<At least one business reason(s)>>.

<<At least one business reason(s)>>.

[The proposed study or training would be detrimental to the effectiveness in the Company's business or the performance of the Company.]

[The proposed study or training would be detrimental to the effectiveness in the Company's business or the performance of the Company.]

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>>.] ]

<<Grounds apply>>.] ]

Please note that you have now exhausted your right to an internal appeal under the Company's Time Off For Training Policy and this letter is final.

Please do not hesitate to contact me should you have any further queries.

Yours sincerely,

<<Name & Title>>

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