[Print on Employer's L

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << Employee's Name>>,

Re: R

I refer to my letter of <<insert date, time and location>>. [On << <<state reason>>. I am writing to

OR

[Unfortunately, for business reaso and assure you that it will not in an

I am writing to confirm that the ap location>>. As previously advised the [disciplinary] **OR** [capability] Decision the Employee is Appeali

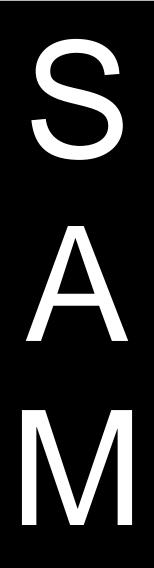
You retain the right to be accompa official of your choice.

[Please note that, as the Compan unlikely that we will agree to postp hearing without good reason, this in your absence.]

Depending on the facts establis overturn the decisions made, [im decisions. The decision of the app

Yours sincerely

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



Hearing

tend an appeal hearing at <<insert to reschedule this hearing because greement to this request.]

any Name and Address]

le this hearing. I apologise for this e of the hearing.]

arranged to <<insert date, time and ing is to consider your appeal under son>>] procedure against <<State in your letter of <<Insert Date>>.

fellow worker or trade union

peal hearing at your request, it is t attend the rescheduled appeal g being held and a decision taken

appeal hearing has the power to y sanctions,] or uphold the original and confirmed in writing.

