

[Print on Employer's Letterhead]

[Insert any Name and Address]

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

<<Date>>

Dear <<Employee's Name>>,

Re: Request for Appeal Hearing

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

attend an appeal hearing at <<insert date, time and location>> to reschedule this hearing because of my agreement to this request.]

OR

[Unfortunately, for business reasons I cannot attend this hearing and assure you that it will not in any way affect your employment.]

I am writing to confirm that I cannot attend this hearing. I apologise for this and assure you that it will not in any way affect your employment.

I am writing to confirm that the appeal hearing is arranged to <<insert date, time and location>>. As previously advised, the [disciplinary] **OR** [capability] procedure against <<State Reason>>] Decision the Employee is Appealing in your letter of <<Insert Date>>.

I am writing to confirm that the appeal hearing is arranged to <<insert date, time and location>>. As previously advised, the [disciplinary] **OR** [capability] procedure against <<State Reason>>] Decision the Employee is Appealing in your letter of <<Insert Date>>.

You retain the right to be accompanied by a fellow worker or trade union official of your choice.

You retain the right to be accompanied by a fellow worker or trade union official of your choice.

[Please note that, as the Company is unable to postpone the appeal hearing, it is unlikely that we will agree to postpone the appeal hearing without good reason, this is in your absence.]

As the Company is unable to postpone the appeal hearing at your request, it is unlikely that we will agree to postpone the appeal hearing without good reason, this is in your absence.

Depending on the facts established, the appeal hearing has the power to overturn the decisions made, [impose sanctions,] or uphold the original decisions. The decision of the appeal hearing will be confirmed in writing.

Depending on the facts established, the appeal hearing has the power to impose sanctions, [impose sanctions,] or uphold the original decisions. The decision of the appeal hearing will be confirmed in writing.

Yours sincerely

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