

Dear

Re: Result Of Appeal Hearing

I am writing further to the hearing held on _____ to discuss your appeal against the disciplinary action which has recently been taken against you.

I have now had the opportunity to consider all of the relevant information surrounding this case, and in particular the grounds for appeal. As a result of my deliberations I have decided to

I have reached this conclusion by

You have now exercised your right of appeal under the Company's Disciplinary Procedure and this decision is final.

A suitable close, such as

I must take this opportunity to remind you that any further breach _____ during the next _____ will result in further disciplinary action which could, depending upon the circumstances, result in a final written warning or dismissal from your employment with the company.

Yours sincerely

Manager