

Dear

**Re: Notification of Appeal Hearing**

I am writing to confirm receipt of your letter of appeal against the disciplinary action which was taken against you, and of which you were formally notified by letter on .

I would like to invite you to an appeal hearing, the details of which are as follows:-

**Date:**

**Time:**

**Location:**

The meeting will be chaired by myself , and in addition will be in attendance during the hearing so that notes may be taken, and may act as a witness to the proceedings.

You have the right to be accompanied at the appeal hearing. Please refer to para 3.6.1.1 of the policy on Employee Discipline. If there is any additional material you wish to be considered at the hearing, other than your oral evidence, please ensure that is in receipt of this at least 48 hours before the hearing is scheduled to take place. I would like to take this opportunity to remind you of what is stated in the Disciplinary Policy regarding appeals:

The Appeal hearing is intended to focus on the issues which the employee believes have received insufficient consideration at the original hearing, any relevant new evidence which has come to light since the original hearing, or any concerns which the employee may raise, such as extenuating circumstances, bias, or unfairness during the disciplinary process. Where an appeal is against a decision of dismissal and the appeal fails, the effective date of termination shall be the date on which the employee was originally dismissed and the employee's employment with the Company does not continue from the date of the original dismissal until the date when the appeal is made.

- After the hearing, the manager will consider all of the facts and issues raised by the employee and consider the reliability and fairness of the original decision and procedure. The appeal decision may be to quash, reduce, uphold or in exceptional circumstances increase the disciplinary measure originally taken. The appeal decision will be final;
- The employee will be told of the decision as soon as possible after the hearing, although no decision will be made at the hearing, and the decision will be confirmed to the employee in writing. Although every attempt will be made to do this on the same day, it should be understood that the need for a considered verdict is more important than speed, and those involved in conducting appeals will take as long as is necessary to consider their decision, generally up to a maximum of 14 calendar days;
- The employee will be informed that this is the final stage of the appeal process.

Yours sincerely

Manager