[Print on Employer's L   any Name and Address]

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

<<Date>>

Dear <<Employee's Name>>,

I acknowledge receipt of your ap   to request your attendance at an appeal hearing to be held at <<Ins   Date>> at <<Insert Time>>.

The purpose of the hearing is to   der the **[**disciplinary**] OR [**capability**] OR [**<<State Other Reason>>**]**   <State Decision the Employee is Appealing Against>> as set down   Date>>.

Your appeal will be heard by <<   > and will be **[**a full rehearing**] OR [**limited to a review of the original   you raise in your letter**]**.

If there are any reasons for your   you have already provided, please provide written representations to   hearing. Should you wish to submit any documentation to be consid   ng you may send this to <<Insert Name>> not less that <<Insert Pe   the meeting.

You are entitled to be accomp   by a colleague or Trade Union representative. I should be grat   m as soon as possible who your companion will be, as well as you   your companion at the appeal. If for any reason you or your companio   peal meeting at the scheduled date and/or time please inform the Co   ible so that we can reschedule the meeting for a more suitable time a

If you have any special or disabi   s to assist you in understanding or attending this meeting please   e>> so that he/she can help to accommodate your needs.

The appeal hearing has the p   decisions made, **[**impose different disciplinary sanctions,**]** or uphold t   any event the decision of the appeal hearing will be final.

Please do not hesitate to contact   es about the appeal hearing.

Yours sincerely

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