IPrint on Employer's L

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << Employee's Name>>,

I acknowledge receipt of your ap appeal hearing to be held at <<lns

The purpose of the hearing is to **OR** [<<State Other Reason>>] Appealing Against>> as set down

Your appeal will be heard by <<| [limited to a review of the original of

If there are any reasons for your provide written representations to any documentation to be consid Name>> not less that <<Insert Pe

You are entitled to be accom representative. I should be grat companion will be, as well as you any reason you or your companion and/or time please inform the Comeeting for a more suitable time a

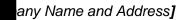
If you have any special or disabi attending this meeting please accommodate your needs.

The appeal hearing has the p disciplinary sanctions,] or uphold t hearing will be final.

Please do not hesitate to contact r

Yours sincerely

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



g to request your attendance at an Date>> at <<Insert Time>>.

der the [disciplinary] **OR** [capability] State Decision the Employee is Date>>.

> and will be [a full rehearing] OR you raise in your letter].

you have already provided, please nearing. Should you wish to submiting you may send this to <<Insert the meeting.

by a colleague or Trade Union m as soon as possible who your your companion at the appeal. If for beal meeting at the scheduled date ible so that we can reschedule the

s to assist you in understanding or >> so that he/she can help to

decisions made, [impose different any event the decision of the appeal

es about the appeal hearing.

