

[Print on Employer's Letterhead] Company Name and Address]

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

<<Date>>

Dear << >>

You have appealed against the decision by <<Name & title or Disciplinary
Hearing of [date]>> to issue you <<warning / final written warning or notice of
dismissal>>. The appeal meeting took place on <<date>> at <<Insert Place>>.

I am now writing to inform you of the decision by <<Insert Name of Manager>> who
conducted the appeal meeting.

[The decision of the appeal meeting is to <<confirm / reverse / uphold>> the <<warning/dismissal>>]

OR

[The decision of the appeal meeting is to <<confirm / reverse / uphold>> the disciplinary action OR it has been
decided to impose alternative disciplinary action <<specify>>]

Please note that you have now exhausted your right of appeal under the Company
Disciplinary Procedure and this decision is final.

Yours sincerely

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