*[Print on Employer’s Letterhead or insert Company Name and Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Appeal meeting

I am writing to acknowledge your appeal letter dated <<Insert Date>> against your <<first formal warning / final warning>>.

Your appeal will be heard by <<Insert Manager Name>> on <<Insert Date>> at <<Insert Time and Place>>.

You are entitled, if you wish, to be accompanied by a work colleague/trade union representative. At the meeting you will be given a full opportunity to state your case. Your companion will be entitled to address the meeting to put or sum up your case and confer with you but may not answer questions on your behalf. I should be grateful if you would let me know as soon as possible who your companion will be.

I should be grateful if you would confirm as soon as possible who your companion will be, as well as your attendance and that of your companion at the appeal. If for any reason you or your companion cannot attend the appeal meeting at the scheduled date and/or time please inform the Company as soon as possible so that we can reschedule the meeting for a more suitable time and date.

If you have any special or disability-specific requirements to assist you in understanding or attending this meeting please contact <<name>> so that he/she can help to accommodate your needs.

Please note that the appeal has the power to overturn the decisions made, impose different disciplinary sanctions, or uphold the original decisions. In any event the decision of the appeal is final and there is no further right of internal review.

# Yours sincerely

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