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

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Appeal Meeting against <<e.g. dismissal or some other disciplinary action>>

I am writing to acknowledge your appeal against your <<e.g. dismissal or some other disciplinary action>> confirmed to you in writing on <<Insert Date>>. Your appeal will be heard by <<Insert Manager Name>> on <<Insert Date>> at <<Insert Time and Place>>.

Should you wish to submit any documentation to be considered prior to the meeting you may send this to <<Name>> not less that <<three>> days before the meeting.

You are entitled, if you wish, to be accompanied by a work colleague or trade union representative. I should be grateful if you would confirm as soon as possible who your companion will be, and 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 review.

# Yours sincerely

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