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

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Appeal Meeting Decision

I am writing to inform you of the decision made in respect of your appeal. You have appealed against your <<first formal warning / final warning>> and the appeal meeting was held on <<Insert Date>>.

[Having considered your appeal carefully, the decision of the appeal meeting is to uphold the <<first formal warning / final warning >> issued. This decision has been taken because <<give reasons why appeal was rejected>>.]

OR

[Having considered your appeal carefully, the decision of the appeal meeting is to allow the appeal and remove all record of the disciplinary hearing and <<first formal warning / final warning >> from your personnel file. This decision has been taken because <<give reasons why appeal was allowed>>.]

OR

[Having considered your appeal carefully, the decision of the appeal meeting is to impose alternative disciplinary action, namely <<specify>>. This decision has been taken because <<give reasons why alternative action has been imposed.>>

Please note that you have now exercised your right of appeal in regards to your <<first formal warning / final warning>> under the Company Disciplinary Procedure and this decision is final.

# Yours sincerely

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