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

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Appeal Meeting Decision

You have appealed against the decision of the disciplinary meeting that [, after two formal warnings,] you be <<dismissed / subject to the following disciplinary action>>. The appeal meeting was held on <<Insert Date>> at <<Insert Place>>.

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

[After careful consideration of all the circumstances, it has been decided that the Company will allow your appeal, revoke the dismissal and remove all traces of the incident from your personnel file.]

OR

[After careful consideration of all the circumstances, it has been decided that the Company will uphold the decision to dismiss you. Your dismissal will be effective form the original date of <<insert date>> as communicated to you in our letter of <<insert date>>.]

OR

[After careful consideration of all the circumstances, it has been decided that the Company will allow your appeal and revoke the dismissal but substitute << insert nature of sanction e.g. demotion>> instead.]

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

# Yours sincerely

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