

Notice of result of appeal hearing (discipline)

Add/delete information in brackets as appropriate

[add date]

Private and confidential

[add address]

Dear [add name]

Further to our meeting on [add date], when you appealed against **Either** [your dismissal] **or** [the decision to [state action short of dismissal]], I write to confirm my decision. You [were accompanied at the meeting by [add name]] **or** [chose not to be accompanied at the meeting].

I have given careful consideration to the points you raised and decided that

Either

[the decision made by [add name] to **Either** [dismiss you] **or** [state action short of dismissal] stands. [State reasons for decision]

Or

[the decision made by [add name] to **Either** [dismiss you] **or** [state action short of dismissal] is revoked. [State reasons for decision and specify any alternative course of action and the effective date]]

In line with Company procedures, you have now exercised your right of appeal and this decision is final.

Yours sincerely

[add name]

[add title]