

## Notice of appeal hearing (grievance)

***Add/delete information in brackets as appropriate***

[add date]

Private and confidential

[add address]

Dear [add name]

I write to acknowledge your letter dated [add date], in which you have appealed against the decision not to uphold your grievance, which was confirmed to you in writing on [add date].

You are invited to attend a formal hearing on [add date] at [add time] at [add location], when your appeal will be heard by [add name]. [[add name] will also be present].

***If the employee's letter does not contain sufficient details of the grounds for his/her appeal, include***

[You are required to provide details of the grounds for your appeal in writing in advance of the hearing. I should therefore be grateful if you would provide me with written details of [state information required] by [add date]]

You are entitled, if you wish, to be accompanied at the hearing by a work colleague or trade union representative. Please advise me by [add date] if you wish to exercise this right.

The decision of this appeal hearing is final and there is no further right of appeal.

Yours sincerely

[add name]

[add title]