**[TO BE TYPED ON LETTERHEADED NOTEPAPER]**

[EMPLOYEE’S NAME]

[ADDRESS]

[DATE]

**By [email] [registered post] [hand]**

Dear [employee’s name]

Appeal outcome

I write to confirm the outcome of the appeal meeting held on [date].

[You attended the meeting with [name]./ You decided not to attend the meeting with a companion.]

[I attended the meeting with [name] to take notes of our discussion. I enclose a copy of the notes for your information. If you have any amendments that you would like reflecting in the notes, please handwrite them on to the notes and return them to me by [date seven days from the date of this letter].]

[Following our meeting I investigated with [name of colleagues] the following points: [details] and found as follows: [details of findings from investigation]].

Taking each of your appeal concerns in turn I have decided as follows:

1. [set out each appeal issue, your decision and the reason for your decision;]
2. [set out each appeal issue, your decision and the reason for your decision;] [and]
3. [set out each appeal issue, your decision and the reason for your decision].

[I consider that the following steps should be taken:

1. [insert details of how you intend to resolve any appeal issue you consider can be resolved;] [and]

2.[insert details of how you intend to resolve any appeal issue you consider can be resolved].]

[[1]](#footnote-1)[At the appeal hearing I considered in detail with you the allegations which led to the decision to [issue you with a verbal warning/issue you with a written warning/ issue you with a final written warning/ terminate your employment.] I considered the following allegations:

1. [Allegation;]

2. [Allegation;]

3. [Allegation].

[Following our meeting I investigated with [name of colleagues] the following points: [details] and found as follows: [details of findings from investigation]].

I have decided as follows in respect of the above allegation[s]:

1. [Decision and reason for decision;]
2. [Decision and reason for decision;]
3. [Decision and reason for the decision].

[I have decided to [overturn/maintain] the decision to [issue you with a verbal warning/issue you with a written warning/ issue you with a final written warning/ terminate your employment] for the following reasons:

1. [Example: I am not satisfied there was sufficient information to decide that you had [allegation];]
2. [Example: You were already subject to a final written warning for misconduct;]
3. [Example: You failed to acknowledge your misconduct and apologise for your actions;]
4. [Example: Your acts amounted to gross misconduct as detailed in our disciplinary policy;]
5. [There were no workable alternatives to your dismissal because [reasons].]]

[The verbal/written/final written warning will be deleted from your personnel file and will not be referred to again.] OR

[[2]](#footnote-2)[Your employment will be reinstated immediately [although you will be subject to a final written warning]. You will remain subject to this final written warning until [date] ([number[[3]](#footnote-3)] months after its issue. Provided that you do not commit a further act of misconduct before [date] then this warning will fall away on [date] and will be disregarded for disciplinary purposes.] You will be paid from [date of previous dismissal]. You should report to [name] on [date] to return to work.] OR

[Your written/final written warning has been reduced to a [verbal/written warning]. You will remain subject to this [verbal/written warning] until [date] ([number[[4]](#footnote-4)] months after its issue. Provided that you do not commit a further act of misconduct before [date] then this warning will fall away on [date] and will be disregarded for disciplinary purposes.]

My decision on your appeal is final and there is no further right of appeal.

Yours sincerely,

[Name]

[Position]

For and on behalf of [organisation]

[Encl: Notes of the appeal meeting]

1. Where there has been a full rehearing [↑](#footnote-ref-1)
2. Where the dismissal is to be overturned [↑](#footnote-ref-2)
3. According to your disciplinary policy [↑](#footnote-ref-3)
4. According to your disciplinary policy [↑](#footnote-ref-4)