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

[EMPLOYEE’S NAME]

[ADDRESS]

[DATE]

**By [email] [recorded delivery] [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)[In addition, I reheard the performance issues which were the subject of the initial meeting and found as follows:

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

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

[Your [final written / written] warning has been reduced to a [written/verbal] warning which will last for [number**[[2]](#footnote-2)**] months from [date] to [date]. During this period your performance will be monitored on a [weekly/monthly] basis with a view to ensuring that you are reaching the targets which have been set.

Failure to achieve the targets set within the review period or continued underperformance during the life of any formal warning will result in a further formal meeting to discuss your performance where you may be issued with a [written warning/final written warning].]

[[3]](#footnote-3)[Your employment will be reinstated immediately [although you will be subject to a final written warning to last for [number**[[4]](#footnote-4)**] months until [date]]. During this period your performance will be monitored on a [weekly/monthly] basis with a view to ensuring that you are reaching the targets which have been set.

Failure to achieve the targets set within the review period or continued underperformance during the life of the [final written warning] will result in a further formal meeting to discuss your performance where your employment may be terminated. You will be paid from [date of previous dismissal]. You should report to [name] on [date] to return to work.]

[For the avoidance of doubt, the targets that have been settled upon are as follows:

1. [Target and over what period it should be achieved];
2. [Target and over what period it should be achieved.]]

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. Only if rehearing has taken place [↑](#footnote-ref-1)
2. This needs to comply with your capability policy if you have one [↑](#footnote-ref-2)
3. Where the dismissal is to be overturned [↑](#footnote-ref-3)
4. This needs to comply with your capability policy if you have one [↑](#footnote-ref-4)