*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

You appealed against a decision of the disciplinary hearing held on *[insert date]* following which you were issued with a *[delete as appropriate – verbal/warning/written warning/final written warning/first and final written warning]* confirmed to you in our letter of *[insert date]*.

The appeal hearing was conducted by *[insert name of appeal officer]* on *[insert date]*, at which minutes were taken and two copies of these are attached to this letter. Please read the minutes and if you are happy that they represent with accuracy the contents of the hearing, sign one copy and return it to me. If, however, you dispute their accuracy, please make any changes and return them to me. Any change you make should be accompanied by a copy of a note from the hearing made by yourself or your companion to substantiate the change.

Having given the matter full consideration, I am writing to confirm that the original decision to issue a *[delete as appropriate – verbal warning/written warning/final written warning/first and final written warning/notice of dismissal]* stands, and the reasons for this are as follows:

* *[State reasons for upholding the original decision in detail]*

You have now exercised your right of appeal under our procedures and this decision is final. Please sign the duplicate copy of this letter (attached) and return it to me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*