**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

You appealed against the decision of the disciplinary hearing held on *[date]* following which you were issued with a verbal/written/final written warning.

Your appeal hearing was held on *[date]*. During the hearing we discussed and confirmed the grounds for your appeal were as follows:

• *[List grounds for appeal and detail mitigating factors offered – bullet point/number if more than one issue]*

Having given the matter full consideration, I am now writing to confirm that the original decision to issue you with a verbal/written/final written warning, taken by *[insert name of disciplining officer]* is overturned for the following reasons:

* *[State reasons for overturning the decision in detail]*

You have now exercised your right of appeal under our procedures and this decision is final.

If you have any further questions, please let me know.

Yours sincerely,

*[Insert name]*

*[Insert job title]*