**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I have received your letter dated *[insert date]* in which you appeal our decision to issue you with a *[delete as appropriate – verbal warning/written warning/final written warning]* which was confirmed to you in our letter dated *[insert date]*.

I am writing to inform you that I will hear your appeal on *[insert date, time and location].* The hearing will take place on *[insert date and time]* at *[insert location]*, and will be conducted by *[insert name of disciplinary appeal chair]*. *[Insert name of note-taker]* will also be present to take minutes of the hearing. If for any reason you will be unable to attend at the scheduled time/location, please let me know as soon as possible.

You have the right to be accompanied at the hearing by a colleague or a trade union official. Please confirm whether you wish to be accompanied and if so, who you wish to be accompanied by so that we may make arrangements in this regard.

If you or your chosen companion are unable to attend at the time/date above, you should contact *[insert name and contact details]* with the reasons for your unavailabilityso that a new date/time can be arranged, which will be within five working days of the original date.

At the appeal hearing, you will be given the opportunity to set out in detail your grounds for appealing the original decision, which may include any new evidence that has come to light or new information that you wish to rely on. However, if you so wish, you may write to me in advance of the hearing setting out in detail those grounds so that we may consider them beforehand.

You should take all reasonable steps to attend the appeal hearing. Your failure to attend may result in a decision on the appeal being taken by us on the information available to us in your absence. We will give consideration to any reasons you provide for your failure to attend and if we consider the reason to be beyond your control and unforeseeable, we will arrange for the hearing to be rescheduled.

A further instance of failure to attend will result in the hearing being held in your absence and a decision being taken on the information available to us.

After the conclusion of the appeal hearing, we will inform you of our decision. This will be our final decision and you will have no further right to appeal it.

Please acknowledge receipt of this letter by signing the duplicate copy attached and returning it to me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*