**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Appeal meeting**

Further to your letter of *[insert date]* appealing against the decision of the grievance meeting on the *[insert original hearing date]*, I am writing to confirm that I will hear your appeal on *[insert date]* at *[insert time]* in *[insert location]*. The hearing will be conducted by *[insert name, job title]* and *[insert name]* will be present as a witness and minute taker.

*[Select from the paragraphs below and delete as appropriate]*

*[EITHER]*

I have reviewed the contents of your letter and acknowledge that your grounds for appeal are as follows: *[insert grounds for appeal as per employee’s appeal letter].*

*[OR]*

I have reviewed the contents of your letter and note it does not set out your grounds for appealing the decision. To ensure I can adequately prepare you are advised to let me know, in writing and in advance of the hearing, your reasons for dissatisfaction with the original decision.

During the meeting, I will listen carefully to what you say and ensure that if any further investigation seems necessary a note is made for this to be undertaken afterwards. It is, therefore, important that you bring with you any paperwork or other evidence you would like me to consider as I will only be able to base my decisions on the information available to me.

For this reason, I will not be able to give you a decision at the close of our meeting. I will, however, write to you as soon as I have completed any investigation and my deliberations.

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.

The appeal hearing is the final stage of our grievance process and there will be no further right of appeal.

Please contact me if you are unable to attend or if you have any queries regarding the contents of this letter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*