**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Rescheduled grievance appeal meeting**

Following receipt of your letter dated *[insert date]* where you appealed against the decision of your formal grievance meeting held on *[insert date]*, I replied on *[insert date]* and invited you to an appeal meeting on *[insert date]* to discuss this. I enclose a copy of this letter for your information. You failed to attend this appeal meeting because *[insert reasons for non-attendance]*.

Therefore, I have rearranged the meeting to take place on *[insert date]* at *[insert time]* in *[insert location]*. *[Insert name]* will also be present as a witness and minute taker.

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

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.

I look forward to seeing you on *[insert date]*. However, if you are unable to attend this re-arranged meeting then please contact me as soon as possible.

Yours sincerely,

*[Insert name]*

*[Insert job title]*