

Ms Alex Sayle  
Flat 1  
354 North End Road  
London  
SW61LY

13 June 2016

Dear Ms Sayle

**Re: Your appeal against the decision of a disciplinary meeting**

On 11 June 2016 you filed an appeal against the decision of a disciplinary meeting held on 10 June 2016 where you were invited to account for your misconduct and poor performance. In particular, we had reason to believe that you have used racist and sexist language towards your colleagues.

At the disciplinary meeting it was decided that your performance and conduct were unsatisfactory because you were repeatedly turning up in a condition where it was inappropriate for you to see you were repeatedly turning up in a condition where it was inappropriate for you to see clients

At the said disciplinary meeting, after careful deliberation, it was determined that you should be dismissed.

You have exercised your right to appeal the aforementioned decision to take disciplinary action against you on the grounds that you believe the decision to dismiss you was unreasonable and disproportionate. Therefore we have organised a meeting to re-consider the allegations made against you and request that you attend an appeal meeting at 1400hrs on 14 June 2016.

Please note that you have a statutory right to be accompanied to this meeting by a work colleague or a trade union representative. If you or your chosen companion are unable to attend a meeting on the above date, or find the meeting location or time to be inconvenient, then please let me know as soon as possible so that I can reorganise your disciplinary meeting.

If you have any special or disability-specific requirements to assist your understanding or attendance of this meeting, please contact me and I will try to accommodate your needs. In addition, should you have any documentation or other information that you would like us to consider before the meeting, please send that to me as soon as possible.

Yours sincerely

Fiona McGarel-Groves  
HR Manager