

Employee name

19 April 2016

Dear Salutation of employee

Re: Your appeal against the decision of a disciplinary meeting

On 20 April 2016 you filed an appeal against the decision of a disciplinary meeting held on 20 April 2016 where you were invited to account for your Alleged misconduct. In particular, Allegations.

At the disciplinary meeting it was decided that your Improvements was unsatisfactory because Unsatisfactory conduct

You have exercised your right to appeal the aforementioned decision to take disciplinary action against you on the grounds that Grounds of appeal. Therefore we have organised a meeting to re-consider the allegations made against you and request that you attend an appeal meeting at time on 20 April 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/name of other individual know as soon as possible so that she 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/name of other individual and she 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/name of other individual as soon as possible.

Yours sincerely

Name rule

Job title