APPENDIX 14L – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing and insert details for individual employee in areas highlighted in grey.)*

**SAMPLE LETTER - PERFORMANCE IMPROVEMENT PROCEDURE - OUTCOME OF APPEAL**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERFORMANCE IMPROVEMENT PROCEDURE - OUTCOME OF APPEAL**

I refer to our meeting on (date) which was held under appeal stage of the Company’s Performance Improvement Procedure, a copy of which has been supplied to you. You were accompanied at the meeting by (name), your union representative/work colleague\*.

You appealed against the decision of the Performance Improvement hearing that you should

\*be given a recorded verbal warning

\*be given a first written warning

\*be given a final written warning

\*be dismissed or subject to \*\*other disciplinary action

I am now writing to inform you of the decision taken by ..............................

[Insert the name of the person] who conducted the appeal meeting, namely

that the decision to be give you \*a recorded verbal warning \* a first written warning \*a final written warning or \*be dismissed or \*subject to other disciplinary action

\*still applies

\*will be revoked

You have now exercised your right of appeal under the organisation’s Performance Improvement Procedure and this decision is final.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*[delete as appropriate]

**Note** \*\*Action other than a warning such as transfer or demotion (if allowed for in the employee’s contract or with the employee’s agreement).