APPENDIX 18E – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for individual in areas highlighted in grey.)*

**SAMPLE NOTICE OF THE RESULT OF THE APPEAL AGAINST THE WARNING**

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

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

You appealed against the decision of the disciplinary hearing that you be given a warning under Stage \_\_\_\_\_\_\_\_ of the company’s disciplinary procedure. The appeal hearing was held on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am now writing to confirm that the decision made by the manager who carried out the appeal hearing, still applies\* / will be withdrawn\* [say if no disciplinary action is being taken or what the new disciplinary action is].

You have now used your right of appeal under the company’s disciplinary procedure, and this decision is final. There is no further right of appeal under the disciplinary procedure.

If you have any further questions please do not hesitate to contact me.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager

\*The wording should be amended as appropriate