APPENDIX 20G – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for the individual in areas highlighted in grey.)*

**SAMPLE LETTER - RESULT OF APPEAL**

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

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

**RESULT OF APPEAL**

I refer to our meeting on (dd/mm/yyyy) which was held under appeal stage of the Company’s Redundancy Procedure. You were accompanied at the meeting by (insert name), your union representative/work colleague\*.

You appealed against the decision to terminate your employment by reason of redundancy.

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 terminate your employment \*still applies / \*will be revoked.

You have now exercised your right of appeal under the Company’s Redundancy Procedure and this decision is final.

Yours sincerely,

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

\*Delete as appropriate