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

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

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

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

You have appealed against the recorded oral warning\*/ first written warning\*/final written warning\* confirmed to you in writing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am writing to request your attendance at an appeal hearing which will be heard by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [INSERT NAME] may also be in attendance at the meeting to take notes.

You are entitled to be accompanied by a work colleague or trade union representative. If you wish to bring a work colleague or trade union representative please inform me of their name as soon as possible.

[I enclose copies of relevant documentation for use at the appeal.] If there are any [further] documents you wish to be considered at the appeal, please provide copies as soon as possible. If you do not have those documents, please provide details so that they can be obtained.

Please confirm that you have received this letter and that you will attend at the time and place stated above. If for any unavoidable reason you [or your companion] will be unavailable [or you wish to suggest an alternative time or place] please contact me as soon as possible. Please note that under our disciplinary procedure we expect you to make your best efforts to attend this meeting. If your companion is not available on the date suggested, we expect you to propose a further date within 5 working days of the date suggested. If you are not available on the date suggested, we will arrange another meeting with you within a reasonable period.

If you have any specific needs at the hearing as a result of a disability, or if you have any other questions, please speak to me as soon as possible.

The decision of this appeal hearing is final and there is no further right of appeal under the disciplinary procedure.

Yours sincerely

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

\*The wording should be amended as appropriate