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

**Notice of the result of the appeal against the dismissal or relevant**

**disciplinary action (for the statutory procedure)**

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

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

You appealed against the decision of the disciplinary hearing that \*you should be dismissed/\*disciplinary action should be taken against you. The appeal meeting was held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am now writing to confirm that the decision made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [enter the name of the manager] who carried out the appeal meeting \*still applies / \*will be withdrawn [say if no disciplinary action is being taken or what the new disciplinary action is].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 organisation’s disciplinary procedure. This decision is final. There is no further right of appeal under the disciplinary procedure.

[The arrangements for [dismissal] set out in our letter of [DATE] are [revoked **OR** varied as follows [INSERT NEW ARRANGEMENTS INCLUDING EFFECT ON CONTINUITY OF EMPLOYMENT AND SALARY]].]

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

Yours sincerely

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

\*The wording should be amended as appropriate