[DATE]

[Name of employee/worker]

[insert address]

Dear [Employee/worker first name],

**Appeal hearing**

I am writing to request your attendance at an appeal hearing to be held in [PLACE] on [DATE] at [TIME].

The hearing has been organised so that we can consider your appeal about the decision reached on [DATE] relating to the [disciplinary] OR [redundancy] OR [capability] OR [other] procedure that we have undertaken.

The hearing will take into account the grounds for appeal that you set out in your letter of [DATE] to [NAME]. It will be [a full rehearing] OR [limited to a review of the original decision on the grounds you raised in your letter [dated]].

The hearing will be conducted by [NAME] and the following people will also attend:

- [Give names and job titles of all participants. You should also explain their role at the hearing]

[You are entitled to be invite a colleague or a trade union representative to accompany you to this hearing and the role that they can exercise is explained in detail in our [redundancy/disciplinary/capability policy] document. If you wish to bring a companion, please inform me of their name as soon as possible so that we can make the appropriate meeting arrangements.]

[I enclose copies of documents that we consider relevant and to which you may wish to refer at the appeal hearing - we may refer to them ourselves.] If there are any [further] documents that you want considered at the appeal, please provide copies as soon as possible and by [DATE - our experts suggest at least 3 days before the appeal hearing]. 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 and no later than [date - our experts recommend 5 working days of anticipated receipt of letter].

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.

Yours sincerely, [NAME OF SENDER]

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On behalf of [NAME OF YOUR BUSINESS]

Enc. identify relevant documents.