**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I have received your letter dated *[insert date]* in which you appeal our decision to terminate your employment, which was confirmed to you in our letter dated *[insert date]*.

I am writing to inform you that I will hear your appeal on *[insert date, time and location].* The hearing will take place on *[insert date and time]* at *[insert location]*, and will be conducted by *[insert name of disciplinary appeal chair]*. *[Insert name of note-taker]* will also be present to take minutes of the hearing. If for any reason you will be unable to attend at the scheduled time/location, please let me know as soon as possible.

I have reviewed the contents of your letter and acknowledge your grounds for appeal are as follows:

* *[Insert brief list of ground of appeal from employee’s letter]*

You will be given the opportunity to expand on these points at the appeal hearing.

You have the right to be accompanied at the hearing by a colleague or a trade union official. Please confirm whether you wish to be accompanied and if so, who you wish to be accompanied by so that we may make arrangements in this regard.

I must inform you that our decision on this appeal will be final.

Yours sincerely,

*[Insert name]*

*[Insert job title]*