**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Requirement to attend rescheduled final disciplinary appeal hearing**

I wrote to you on *[insert date]* inviting you to attend a final disciplinary appeal hearing (letter attached) on *[insert date, time and location]*. However, this hearing did not take place.

*[Select from the paragraphs below and delete as appropriate]*

[EITHER]

You did not attend the meeting and you did not contact us at any point to inform us of your unavailability.

*[OR]*

We received communication from you that you were not able to attend at the scheduled time because *[insert details as per reasons given by employee]*.

*[OR]*

The hearing was postponed because you informed us that you wish to bring a companion and your chosen companion was not available at the originally scheduled time.

*[OR]*

Unfortunately, it was not possible for us to hold the hearing at the planned time because *[insert reasons eg of the unavailability of the disciplinary appeal chairperson].* We apologise for this and hope that it has not caused you any concern.

We have now set a new time and date for the hearing. You are now required to attend a final rescheduled disciplinary appeal hearing on *[insert date and time]* at *[insert location]*. You have the right to be accompanied by a colleague or a trade union official.

I must inform you that this will be the final appeal hearing and you will have no further right of appeal.

Yours sincerely,

*[Insert name]*

*[Insert job title]*