

(3) Notice of appeal meeting against warning

Dear Date

You have appealed against the written warning/ final written warning* confirmed to you in writing on

Your appeal will be heard by in
on at

You are entitled to be accompanied by a work colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours sincerely

Signed Manager

Note: * The wording should be amended as appropriate

SAMPLE