# Notice of result of appeal against warning

Date …………….

Dear ............................

You appealed against the decision of the disciplinary hearing that you be given a ............................ warning/in accordance with the Company Disciplinary Procedure. The appeal hearing was held on …………….

I am now writing to confirm the decision taken by the Manager who conducted the appeal hearing, namely that the decision to X stands\*/the decision to X be revoked\* [specify if no disciplinary action is being taken or what the new disciplinary action is].

You have now exercised your right of appeal under the Company Disciplinary Procedure and this decision is final.

Yours sincerely

Signed ..........................................

Manager ............................

*\* The wording should be amended as appropriate*