



<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

You have appealed against the <<Verbal/written warning/ final written warning>> confirmed to you in writing on <<date>>

Your appeal will be heard by <<NAME AND TITLE>> in <<PLACE>> on <<DATE>> at <<TIME>>.

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

Please note the decision of this appeal hearing is final and there is no further right of review. If you are unable to attend this meeting you are required to inform me at least 24hrs before the meeting is due to be held.

Yours sincerely

<<Name & Title>>

For and on behalf of Staffing Match