



<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

You appealed against the decision of the disciplinary hearing that you be given a <<STATE WARNING>> warning/in accordance with the Company Disciplinary Procedure. The appeal hearing was held on <<DATE OF APPEAL HEARING>> by <<Name and title>>

I am now writing to confirm the decision taken by the Manager who conducted the appeal hearing, namely that [Please choose one of the following]

<<The decision to X stands>>

<<The decision to X will be revoked>>

<<No disciplinary action will be taken>>

<<What is the new disciplinary action>>

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

Yours sincerely

<<Name & Title>>

For and on behalf of Staffing Match