**Invite to appeal hearing**

Date ……………………………….

Dear ……………………………….

You have lodged an appeal dated ……….. against the decision taken at a recent disciplinary hearing.

Your appeal hearing will take place on …………………… at …………am/pm, and will be heard by …………………………

You are entitled, if you wish, to be represented by a trade union official or a work colleague, please advise me of the name of your chosen representative by ……………. (time) on ……………………. (date).

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

Yours sincerely