**Outcome of appeal hearing**

Date ………………………………………

Dear …………………………………..

Following the disciplinary appeal hearing held on …………….. I am now writing to advise that the decision taken by the Manager/Director\* who conducted that appeal hearing is that the outcome of the first disciplinary hearing still applies; **OR** has now been revoked\* (state if there is no disciplinary action to be taken or what the new disciplinary action is).

You have now exercised your right of appeal under the company’s policy and this decision is final.

Yours sincerely

\*Delete as appropriate