**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| **NAME****ADDRESS1****ADDRESS2****ADDRESS3****POST CODE** | **Date: DATE****Ref No:** **Direct Line: Number****Email:****Contact: NAME** |
|  |  |

Dear **[name]**

**Receipt of Appeal**

I write to acknowledge receipt of your letter on **[add date]** confirming you wish to appeal the **[decision – disciplinary sanction issued**] taken at a disciplinary hearing on [**date of disciplinary hearing**].

The grounds of your appeal are noted as:

* **[Full Details of why employee has stated they are appealing]**

I have asked [**name, job title, service**] to make arrangements for your disciplinary appeal hearing and they will be in contact with you regarding this in due course **OR** I will make arrangements for your disciplinary appeal hearing and will contact you in due course.

In the meantime, if you have any questions please do not hesitate to contact me on **[contact number]**.

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**