Date

Name

Address

Dear Name

**Notice of Appeal**

I can confirm that I am in receipt of your letter dated Date appealing against the outcome of your recent Grievance.

I would like to arrange to meet with you on Dateat Timeto discuss your appeal in detail**.** The meeting will be held in Room at Site Location with myself and Note Taker who will also be present.

You have the right to be accompanied at the meeting by a work colleague of your choice or trade union representative, and I would be grateful if you would confirm the identity of any person you wish to accompany you, or any witnesses you intend calling, in order that the necessary arrangements can be made.

I would appreciate it if you could contact me on Telephone Number to confirm your attendance.

I will inform you of my decision, in writing, following the meeting. Please note that the decision made will be final and there will be no further right of appeal.

Yours sincerely,

Authorised Signature

Job Title