[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Your Appeal**

You appealed against the decision of the disciplinary hearing that you be dismissed on the grounds of [reason for dismissal], namely the [specify grounds for dismissal]. The appeal hearing was held on date.

I gave careful consideration to the content of your appeal letter, the appeal hearing and all contributory factors. However, I am now writing to confirm that the original decision still stands. I feel that this is the appropriate sanction given the circumstances.

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

Yours sincerely

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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