[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Your Appeal**

You appealed against the decision of the disciplinary hearing that you be given an [informal/ formal/final written warning] in accordance with the Company Disciplinary Procedure. The appeal hearing was held on date.

I gave careful consideration to the content of your statement 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 [include reason for upholding decision].

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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