[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Appeal**

I am in receipt of your letter dated [date of receipt] appealing against the organisation's decision to dismiss you on the grounds of [reason for dismissal].

I would like to discuss your appeal with you. I therefore invite you to attend a meeting, to be held in the Company boardroom, on [insert date] at [insert time]. You may, if you wish, bring an employee of the company or a trade union representative with you to the meeting. Following the meeting, a decision will be made on your appeal and this will be communicated to you in writing within [insert amount] days.

If you are unable to attend the meeting at the time and date stated then please let me know at the earliest opportunity.

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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