



<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Appeal Meeting

I am writing to acknowledge your appeal letter dated <<Insert Date>> against the decision and/or action(s) taken by the Company on <<Insert Date>> in order to resolve the grievance raised by you in your statement of grievance dated <<Insert Date>>.

Your appeal will be heard by <<Insert Manager Name>> on <<Insert Date>> at <<Insert Time and Place>>.

You are entitled, if you wish, to be accompanied at the appeal meeting by a work colleague/trade union representative.

Should you wish to submit any documentation to be considered prior to the meeting you may send this to <<Name>> not less than <<three>> days before the meeting.

I should be grateful if you would confirm as soon as possible who your companion will be and both your attendance and that of your companion at the appeal meeting. If for any reason you or your companion cannot attend the appeal meeting at the scheduled date and/or time please inform the Company as soon as possible so that we can reschedule the meeting for a more suitable time and date.

Please note that the decision of the appeal is final and there is no further right of review.

Yours sincerely

<<Name & Title>>
For and on behalf of Staffing Match