[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Appeal**

We are in receipt of your letter dated [date of receipt] appealing against the organisation's decision to issue you with an [informal/formal/final written warning] due to [reason for issue].

We would like to discuss your appeal with you. I suggest therefore that you attend a meeting with [name(s)] on [insert date] at [insert time]. You may, if you wish, bring a fellow worker of your choice 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 of the appeal meeting.

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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