# Notice of result of appeal against transfer/demotion/dismissal/disciplinary action

Date …………………

Dear ............................

You appealed against the decision of the disciplinary hearing that you be dismissed/subject to disciplinary action [delete as appropriate].

The appeal meeting was held on …………..

I am now writing to inform you of the decision taken by [insert name of the manager] who conducted the appeal meeting, namely that the decision to .................... stands/ the decision to .................... be revoked [specify if no disciplinary action is being taken or what the new disciplinary action is].

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

Yours sincerely

Signed..................................................

Manager ............................