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# Notice of appeal meeting against warning

Date ……….

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

You have appealed against the written warning/ final written warning\* confirmed to you in writing on …………….

Your appeal will be heard by ............................ in ............................ on ……….. at .............................

You are entitled to be accompanied by a work colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours sincerely

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

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

*\* The wording should be amended as appropriate*