# Notice of appeal meeting against warning

[Today's date]

Dear [name of employee]

You have appealed against the [written warning / final written warning] confirmed to you in writing on [date].

Your appeal will be heard by [panel or employee name] in [location or building] on [date] at [time].

By law, you have the right to be accompanied by a 'companion'. This can be:

* someone you work with
* a trade union representative who's certified by their union to act as a companion
* an official employed by a trade union

If you would like to be accompanied, tell me the name of the companion [number of hours or days] before the hearing.

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

Yours sincerely,

[Signature and full name of manager / employer]