# Notice of appeal result against a dismissal or other serious disciplinary action

[Today's date]

Dear [name of employee]

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

The appeal meeting was held on [date].

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

The reasons for this decision are [reasons].

You have now exercised your right of appeal under the company disciplinary procedure and this decision is final.

Yours sincerely,

[Signature and full name of manager / employer]