# Notice of result of appeal against a warning

[Today's date]

Dear [name of employee]

You appealed against the decision of the disciplinary hearing that you be given a [written / final written] warning. The appeal hearing was held on [date].

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

The [reason / reasons] for this decision [is / are]: [enter 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]