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

Date …………….

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

You have appealed against your dismissal/disciplinary action [delete as appropriate] on ……………. confirmed to you in writing on …………...

Your appeal will be heard by ............................ in ............................ on …………… at … am/pm.

You are entitled, if you wish, to be accompanied by another work colleague or a trade union representative.

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

Yours sincerely

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

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