**Model Letter – Confirming Outcome of Appeal Hearing**

***To be amended as required***

Date

Name

Address

Dear

**Re: Outcome of Appeal Hearing under the Attendance Management Policy and Procedure**

I am writing to confirm the outcome of your Appeal Hearing held on [date] in accordance with the Attendance Management Policy and Procedure.

I Chaired the appeal and was advised by [name], HR (London Borough of Harrow). You were accompanied by [name of TU or work colleague [if relevant]].

On the evidence presented at the Appeal Hearing, it was found that [detail findings here].

It has therefore been decided that…

…. your appeal is upheld.

***OR***

….your appeal is dismissed.

***Paragraphs for if appeal is upheld***

On the evidence presented at the Appeal Hearing, it was found that [delete as necessary – reason must fall within one or more of the following categories]:

* There were procedural irregularities which may have prejudiced the decision;
* The Panel took into account and relied upon irrelevant evidence, facts or factors, which may have materially affected their decision;
* The Panel failed to take into account and reply upon relevant evidence, facts or factors, which may have materially effected their decision;
* Criticisms concerning the employee’s capability concerns were not adequately investigated or sufficiently substantiated;
* New evidence or information has come to light;
* The Panel’s decision was unreasonable given the evidence and facts, mitigating circumstances including your length of service which were presented at the hearing.

***Paragraphs for if appeal is dismissed***

In light of the evidence presented, it was found that [detail findings here].

Therefore, the original decision to [issue you with a First / Final / dismiss you] will still stand for the following reasons:

[List reasons here]

I appreciate this may be a difficult time for you. You can access School’s 24 hour Employee Assistance Programme for completely independent confidential support and advice, by telephoning [company details and telephone to be inserted including website details and access advice]

I have attached a copy of this letter for you to forward to your representative, if required.

This decision is final and you have no further right of appeal internally. However, if you would like further advice as to further options that are available to you, I suggest you contact the Citizens Advice Bureau on 020 8427 9443 in the first instance.

If you have any queries, please do not hesitate to contact me on [telephone number].

Yours sincerely

Enclosure