**Model Letter – Invite to Appeal Hearing**

***To be amended as required***

Date

Name

Address

Dear

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

Further to the letter dated [date] confirming receipt of your Appeal Notification Form dated [date], I am writing to confirm that an Appeal Hearing has been arranged for you.

In accordance with the Attendance Management Policy and Procedure, the Appeal Hearing will take place on [date] at [time] in [location]. I will Chair the Hearing and will be accompanied by [name & HR job title].

You are entitled to be accompanied by your trade union representative or work colleague if you wish. I have enclosed a copy of this letter for you to forward to them, if required. I would be grateful if you can notify me of their name in advance of the meeting.

[If relevant: I confirm you have advised that those listed below will be called by you as your witnesses at the Appeal Hearing.

[Names & Job Titles]]

[If relevant] The following management witnesses will be called to the hearing [names & job titles].

[If not previously sent – must be sent 5 working days before the hearing] I enclose a copy of the Management Case Statement that will be presented at the Hearing by [name of manager].

You have already been given a copy of the Attendance Management Policy and Procedure, which you should bring with you to the Appeal hearing. If you would like a further copy, please either let me know, or the Procedure is available to download from the HR4Schools website.

If you have any queries in relation to the Appeal Hearing, please contact me on [telephone number].

Yours sincerely

Enclosures