

# APPENDIX 13 Model Letter 10 – Acknowledgement of Appeal

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Acknowledgment of Appeal**

I refer to your completed disciplinary appeal form appealing against the decision to \**dismiss/to issue you with a first written warning/final written warning*taken at the Disciplinary Hearing held on [date]***.***

 I acknowledge your appeal and will contact you with the date and time of the appeal hearing. However, if you have any queries in the meantime please do not hesitate to contact me or your Contact Officer.

Yours sincerely

**Name and Designation (whoever is designated to hear the Appeal)**

**Copy to:** Headteacher

 Chair of Governors

 Manager

 HR

 Divisional Director Education Services

 Chair and members of the Committee

 Investigating Officer

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