**Appendix 12**

THIS IS A TEMPLATE LETTER – PLEASE AMEND IT AS NECESSARY TO SUIT THE SITUATION

Please transfer to the school headed paper.

Address

Date

Dear

**ACKNOWLEDGEMENT OF APPEAL UNDER THE CAPABILITY POLICY & PROCEDURE**

I am writing to confirm receipt of your Capability Appeal Form dated [date] against the decision to [issue you with a First / Final Warning or Dismiss you] following the stage [1/2/ 3] Formal Capability Meeting held on [date].

You will receive notification of the date, time, location and details of the panel members for the Appeal Hearing within the next [number of] days.

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

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

Yours sincerely

First Name and Surname

**Job Title**

Name of School