**MODEL LETTER – ADVISING ACCUSED EMPLOYEE THAT COMPLAINANT HAS LODGED APPEAL**

**PERSONAL**

Dear

**NOTICE OF APPEAL BEING LODGED BY COMPLAINANT: MANAGING BULLYING AND HARASSMENT**

I write to advise you that **<name of complainant>** has appealed against the outcome of the investigation. I will hear the appeal on <date> and will advise you of the outcome in due course.

**Potential outcome of appeal hearing**

I will carefully consider the grounds for appeal, and the response made by the investigating officer who took the decision not to uphold the complaint(s), and then decide whether there are sufficient and reasonable grounds to either:

(a) uphold the appeal in full; or

(b) uphold the appeal in part; or

(c) reject the appeal

I will hear the appeal on **<date>** and will advise you of the outcome, and any implications for you, in due course.

Yours sincerely

**NAME OF OFFICER CONDUCTING APPEAL HEARING**