Dear

**CONFIRMATION OF OUTCOME OF APPEAL HEARING**

On (*date of letter*), you appealed against the outcome of the disciplinary hearing that you *be given a first level/final warning\*/be dismissed\*.*

I heard the appeal on (*date of hearing*) in the presence of (insert *names of officers present, including companions if applicable*).

This letter confirms my decision.

###### Outcome of appeal hearing

Having given full consideration to the issues that emerged during the course of the appeal hearing, I confirm my decision, namely that the decision to ***give you a first level warning/final warning/dismiss you stands\*/is revoked/ is revoked in part\*(specify if no disciplinary action is being taken or what the new disciplinary action is)*.**

###### Reasons for my decision

My reasons for arriving at this decision are, and the factors that I considered relevant were:

*Enter reasons and factors*

You have now exercised your right of appeal under the Council’s disciplinary procedure and my decision is final.

Yours sincerely

**NAME OF OFFICER CONDUCTING HEARING**