**MODEL LETTER – TO CONFIRM OUTCOME OF APPEAL HEARING – ACCUSED EMPLOYEE**

**PERSONAL**

Dear

**CONFIRMATION OF OUTCOME OF APPEAL HEARING: MANAGING BULLYING AND HARASSMENT**

I refer to the investigation into the complaint(s) made against you by **<name of complainant>** under the formal stage of the above policy. I write to informyou of the outcome of the appeal.

**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 not to uphold the complaint(s) **stands\*/is revoked \* (\*delete as appropriate).**

**Reasons for my decision**

My reasons for arriving at this decision are **<insert details of reasons>** and that factors that I considered relevant were **<insert details of factors>.** **If decision not to uphold the complaint(s) stands insert the following** **paragraph**

The matter will not, therefore, progress any further. The complainant has no further right of appeal.

**If decision not to uphold the complaint(s) is revoked but is best dealt with informally through counselling or by some other means such as training**

**<insert details of counselling and/or training required to be undertaken>**

**If decision not to uphold the complaint(s) is revoked and the matter is to go forward to a disciplinary hearing insert the following paragraph**

The matter will, therefore, proceed to a disciplinary hearing under the Managing Discipline procedure. You will be written to separately to inform you of the date, time and location of the hearing. You will also be issued with a copy of the investigation report from the formal stage of the procedure.

I trust this explains the outcome of the appeal hearing.

Yours sincerely

**NAME OF OFFICER CONDUCTING APPEAL HEARING**