**MODEL LETTER – TO CONFIRM OUTCOME OF APPEAL HEARING - COMPLAINANT**

**PERSONAL**

Dear

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

Thank you for attending the appeal hearing which was held on **<date of hearing>** in the presence of **<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 not to uphold your 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 the factors that I considered relevant were **<insert details of factors>.** **If decision not to uphold complaint(s) stands insert the following** **paragraph**

This matter will not, therefore, proceed any further. I hope you will understand and accept my reasons for arriving at this decision. I have to inform you that you have now exercised your right of appeal under the Council’s Managing Bullying and Harassment Policy and my decision is final. There is no further right of appeal.

**If decision not to uphold complaint(s) is revoked insert the following paragraph**

This matter will, therefore, be addressed through the appropriate Council procedure(s). For reasons of confidentiality, I cannot provide you with further details.

I trust this explains the outcome of the appeal.

Yours sincerely

**NAME OF OFFICER CONDUCTING APPEAL HEARING**