**MODEL LETTER OF INVITE TO APPEAL HEARING**

**PERSONAL**

Dear

**Notice of appeal hearing**

You have appealed against the decision to terminate your employment on grounds of lack of capability due to sustained poor performance. I have been nominated to hear the appeal and the arrangements will be as follows:

###### Date and time of appeal

On\_\_/\_\_/\_\_ (*date/time*) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*location*).

###### Format of the appeal hearing

I intend to conduct the appeal hearing using the following procedure:

1. I will explain the purpose and format of the hearing and deal with any procedural issues that may arise

2. I will then ask you to state your grounds and reasons for the appeal, highlighting whether any new matters or evidence have come to light that are relevant to the case

3. I will then ask the officer who took the decision to terminate your employment to respond

4. I will question both the officer who took the decision and yourself. My assisting colleague(s) may also ask questions as a means of clarifying matters

5. I will give both parties the opportunity to make a closing statement, firstly the officer who took the decision, then yourself

6. I will allow adjournments during the course of the hearing where they are necessary

7. At the end of the hearing, I will adjourn the meeting

1. During this adjournment, I will consider all of the relevant issues that have emerged from the hearing and make my decision
2. I will then reconvene the meeting and announce my decision, along with the reasons for arriving at that decision. I will confirm my decision in writing

###### Potential outcome of the hearing

I will carefully consider your grounds for appeal, and the response made by the officer who took the decision to terminate your employment, and then decide whether there are sufficient and reasonable grounds to either:

1. Uphold the appeal in full, in which case you would be reinstated; or
2. Reject the appeal, in which case the decision to terminate your employment would stand.

###### Your right to be accompanied

You have the right to be accompanied by a trade union representative or work colleague if you so wish. Please note that the procedure does not allow you to be accompanied by your partner, a spouse or a legal practitioner.

I will be accompanied by *(name of HR Adviser)*.

The decision of this appeal hearing is final and there is no further right of appeal.

###### Confirming your attendance

Please telephone me as soon as possible to confirm that the above date and time for the hearing is suitable and whether you will be accompanied and, if so, by whom.

Yours sincerely

# NAME OF OFFICER CONDUCTING MEETING