**MODEL LETTER OF CONFIRMATION OF OUTCOME OF APPEAL**

**PERSONAL**

Dear

**Confirmation of Outcome of Appeal Hearing**

On \_\_/\_\_/\_\_ (*date of letter*), you appealed against the decision of the Performance Capability Hearing that your employment be terminated on grounds of lack of capability due to sustained poor performance.

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

I reconvened the appeal hearing on *(date of hearing)* to announce my decision. 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 write to confirm my decision, namely that the decision to terminate your employment *stands\* / is revoked\* (specify if no action is to be taken or what the alternative action is if that is to apply)* .

###### Reasons for my decision

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

*(To insert reasons and relevant factors)*

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

Yours sincerely,

# NAME OF OFFICER CONDUCTING MEETING