



DRAFT LETTER: INVITE TO APPEAL

Date

Private & Confidential

Addressee Only

Name

Address

Dear (Employee Name)

Re: Stage 3 Grievance/Dispute (delete as appropriate) Appeal

I am in receipt of your Appeal against the outcome of your grievance/dispute (delete as appropriate) issued on

I note that your reason(s) for appeal is/are as follows:

- (.....)
- (.....)

I am writing to advise you that a meeting has been arranged to hear your appeal in line with the Trust's Grievance and Dispute Policy and Procedure.

The Panel hearing the case are XXXX. XXXX will present the management case, support by XXX, HR representative. In line with the Policy and Procedure (attached) X will prepare a management case and send a copy of this to the Panel Chair and yourself within 5 working days of the appeal meeting. You are also required to provide information as outlined in paragraph 8.8 of the Grievance and Dispute Policy and Procedure within 5 days of the appeal meeting.

You are required to make every effort to attend the meeting which will take place on..... at.....in.....

You have the right to be accompanied at the meeting by a staff side representative, or workplace colleague not acting in a legal capacity. If you wish to be accompanied please note that it is your responsibility to identify someone who is able to attend the hearing with you on the scheduled date.

At the meeting the Panel will hear the detail of your reason for appeal. You should be aware that following this the Panel may require an adjournment to investigate the issue further and to consider their decision.

If you have any special requirements that you consider should be met in order for you to be able to attend this meeting please let me know.

Please confirm your attendance at the meeting with.....and advise whether you will be accompanied by a colleague or representative and, if so, who will it be.

Yours sincerely