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*This letter is an example and must be tailored to the particular circumstances of each case and the current bullying and harassment policy and procedure. Advice can be sort from the HR Advisory Service.*

**Private and Confidential**

(Name)

(Address)

(Date)

Dear (Name)

**Appeal Hearing**

I write to inform you that arrangements have been made for your appeal against the outcome of your formal bullying and harassment concern to be heard at [time] on [date] at [location]. On arrival please report to reception and ask for [name].

You are entitled to be accompanied by a Trade Union representative or fellow employee. Should you wish to be accompanied please provide me with details of your chosen companion by [date].

Your appeal will be heard by [name and title]. (Name) will present the management case accompanied by (include details of name and title as applicable).

[I am already in receipt of your written statement regarding the grounds for your appeal. Please could you provide me with any further written documentation which you intend to refer to at the hearing (and the names of any witnesses you intend to call) no later than [date].

OR

[I would be grateful if you could please let me have your written statement of the grounds upon which you intend to appeal, setting out any essential findings of fact with which you are dissatisfied, any documents you intend to refer to at the hearing and the names of any witnesses you intend to call no later than [date].

A copy of the documentation that will be considered at the hearing will be sent to you on [date], prior to the hearing taking place. This will include the documents you intend to rely on, documents relating to the management case and confirmation of any witnesses who may attend.

I have also enclosed a copy of the bullying and harassment policy and procedure which outlines the appeals process.

If you require any further information, or should you have any queries, please do not hesitate to contact me.

Yours sincerely

Name

Job Title

Enc. Bullying and Harassment Policy and Procedure