

## Example letter 10 – Appeal decision letter to complainant

### Personal

Date

[Name and location of employee]

Dear

### Appeal outcome

You appealed against the outcome of your complaint against *[enter details]* set out in *[name of Decision Maker]* letter of *[date of letter]*.

Further to the appeal meeting held on *[insert date of appeal interview]* I am now writing to advise you of the outcome of your appeal.

Either:

Your appeal was not upheld because *[insert reasons for your decision and a brief summary of the evidence considered]*. Therefore, the original decision taken by the Decision Maker stands. This decision is final. I appreciate this will be disappointing for you and if you feel you need further support you may wish to consider discussing the outcome with your trade union representative.

OR:

Your appeal was upheld because *[insert reasons for your decision and a brief summary of the evidence considered]*. This means the following actions will be taken to address concerns raised in your complaint *[list actions, for example]*:

- further investigation will be carried out in accordance with the Discipline procedure to establish *[complete as appropriate]*
- mediation will be suggested to *[name possible participants in mediation]*.

I enclose the notes of the meeting.

If you require any support, there are a range of services available to you, including the Employee Assistance Programme. The EAP can be contacted 24/7 on [REDACTED] You can find more information on the Cabinet Office [intranet](#).

Yours sincerely

Appeal Manager

Enc: Notes of meeting