

Appendix 14 – Appeal Outcome Letter

This letter should be sent to an employee advising of the outcome of the appeal hearing. This letter applies to situations where the appeal is not upheld – it will need to be amended if the appeal is upheld. This letter should be posted to the employee's home address.

Dear (Employee Name)

Re: Managing Sickness Appeal Hearing – (date)

I am writing to advise you of my decision following your appeal hearing held on the above date. I chaired the hearing and was advised by (HR Consultant). Management's case was presented by (name) who was supported by (HR Advisor). You were represented by (representative's name).

The grounds of your appeal were as follows:

(list grounds e.g. that no reasonable adjustments had been made or considered to assist you to return to work)

In response, the management case was:

(set out management position e.g. that discussions had taken place with you regarding a phased return to work, consideration had been given to redeploying you to an alternative post).

It is my view that management have demonstrated that reasonable adjustments were made e.g. consideration of alternative employment (add any other considerations).

Having carefully considered all of the evidence presented to me, I find that the decision made at the original hearing that you should be dismissed from the School's service was correct and therefore your appeal is dismissed.

I have to advise you that this concludes the internal process.

Yours sincerely

Chair of Appeal Panel

cc. Headteacher
 Representative