**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

***[Letterhead Details]***

**Strictly Private & Confidential**

***Addressee***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

Ref**: *[Sender’s Initials]/ [Employee’s Initials]/ [Case Number]***

***[Date]***

Dear***[Employee Title, Employee Name],***

**Re: Capability- Appeal Panel Meeting Outcome**

I am writing to confirm the outcome of the appeal panel meeting held on ***[Date, Time and Location]***. I chaired the meeting and was supported by ***[Panel name/s and job title/s]***. (\*Delete as appropriate) \*You attended and were represented by ***[Representative name]***, ***[Union name or job title if work representative]***. OR \*You were not represented and confirmed that you were happy to continue with the meeting without a representative being present.

***[Name of Manager and job title]*** and ***[Name of Manager support or HR support and job title]*** presented the management case.

The meeting was held under the Capability Policy.

The meeting was held to consider your appeal: ***“[Enter grounds of appeal]”***

The details of your appeal you provided were:

* ***[Summarise the main points presented]***

Management provided the following response;

* ***[Summarise the most important points of the case management put forward in response to the employee’s grounds for appeal]***

The panel considered all the information provided in relation to the case, both through documentation provided prior to the appeal panel and information discussed during the panel meeting In making the decision consideration was given to the following;

* ***[Include details of the facts that were given weight in the decision making process. Acknowledge any conflicting evidence and summarise how this was dealt with. Include anything else relevant to the case, you considered to help you make your decision]***

The Panel informed you that after careful consideration, its decision was to; [***Include details of decision i.e. to uphold/not to uphold the decision] [Give a sentence to explain the reason.]***

This is the final stage of Capability Policy, and therefore the decision of the Appeal panel is final.

All details of this process should remain confidential and discussed only between those parties involved in the process.

All details of this process under the Capability Policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:]***

***[Encl.]***