**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 and Confidential***

***Addressee***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

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

***[Date]***

Dear ***[Name]***

**Re: Outcome of Appeal Panel Meeting**

(\*Delete as appropriate)

\*I am writing to confirm the outcome of the appeal panel meeting held on ***[Date]*** at ***[Time]*** (\*Delete as appropriate) \*at ***[Location]*** / \****[Method]*** The meeting was held to consider your appeal against the decision made following your application for (\*delete as appropriate) \*Voluntary Compulsory Redundancy (VCR) / \*Voluntary Transfer of Redundancy (VTR).

I chaired the meeting and was supported by ***[Panel name/s and job title/s]***. A representative from the Staff Partnership Committee (SPC) was also present.

**OR**

\*I am writing to confirm the outcome of the appeal panel meeting held on ***[Date]*** at ***[Time]*** (\*Delete as appropriate) \*at ***[Location]*** / \****[Method]***. The meeting was held to consider your appeal against the Suitable Alternative Employment (SAE) that has been identified for you.

I chaired the meeting and was supported by ***[Panel name/s and job title/s]***. A representative from the Staff Partnership Committee (SPC) was also present. You attended and (\*Delete as appropriate) \*were represented by ***[Representative name]***, ***[Union name or job title if work representative]***. / \*were not represented and confirmed that you were happy to continue with the meeting without a representative being present.

The details of your appeal you provided were:

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

The joint panel considered all the information provided in relation to your appeal, 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, you considered to help you make your decision]***

The panel informed you that after careful consideration, its decision was to; ***[details of decision i.e. to uphold/not to uphold the decision]***

(\*Delete as appropriate)

\*The panel have agreed to progress your (\*Delete as appropriate) \*Voluntary Compulsory Redundancy / \*Voluntary Transfer of Redundancy application. However, this is still subject for approval by the Arms Length Body (ALB) Governance Assurance Committee (GAC). We can confirm that we shall now make an application to the ALB GAC for approval and we shall confirm the outcome of the ALB GAC approval application to you in due course.

**OR**

\*The panel have agreed that your application has not met the agreed criteria for (\*delete as appropriate) \*Voluntary Compulsory Redundancy / \*Voluntary Transfer of Redundancy and your application has been declined and will not be progressed any further.

**OR**

\*The panel have agreed that you will be slotted into the position of ***[Job Title]*** on Agenda for Change Band ***[Number]***.

**OR**

\*The panel have agreed the position of ***[Job Title]*** on Agenda for Change Band ***[Number]*** does not meet the criteria to be considered as a Suitable Alternative Employment for you. You will continue in your current position of ***[Job Title]*** and you will remain at risk of redundancy and on the redeployment register.

This is the final stage of (\*Delete as appropriate) \*Voluntary Compulsory Redundancy (VCR) / \*Voluntary Transfer of Redundancy / \*Suitable Alternative Employment process, and therefore the decision of the Appeal panel is final.

All details of this process should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence 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.]***