Letter 7- Stage 3 - Invitation to Appeal Hearing (complainant)

**Private & Confidential**

Address

Date

Dear

**Resolving Issues at Work – Stage 3 - Appeal Hearing**

I write to advise you that in response to your letter of appeal you are now requested to attend an Appeal Hearing.

The Appeal Hearing has been scheduled as follows:

Date: *(date)*

Time: *(time)*

Venue: *(venue)*

Please report to <insert name/venue>.

The Appeal will be heard by *(names- and job titles, where relevant- of panel members)*

The Panel will be advised by <HR name & job title>.

The Hearing will be held in accordance with the Resolving Issues at Work Policy and Procedure and will take into consideration evidence presented by yourself and by the Appointed Manager, <name, job title> who considered your complaint at Stage 2.

 .

You may be represented by a trade union/professional association representative or work colleague, if you wish.

<Please find enclosed a copy of the written evidence/ documents which will be considered at the hearing and will be available for the panel to refer to at the Appeal Hearing, as follows: -

<insert list of documents>

**Or** The documentation which will be considered at the hearing will be forwarded to you in due course, but no later than 15 days prior to the date of the hearing.>

Witnesses to be called by the Appointed Manager are: (*names – if any*)

……………………………………………………………………………………………

OPTIONAL PARAGRAPH

There are also witness statements from (Name) and (Name). We do not believe that it is necessary to call these witnesses to appear in person but if you wish to question their evidence then you must let me know at least five working days in advance of the hearing (you are advised to confer with your representative about this).

Should you wish to call any witness(es) to the Appeal Hearing, you must inform me of their names prior to the Hearing. Any additional documentary evidence you intend to submit in support of your case should also be provided prior to the Hearing. In accordance with the requirements of the Resolving Issues at Work Policy and Procedure you should aim to provide the names of witnesses and documentary evidence as soon as possible but, in any event, no later than 15 working days before the Appeal Hearing.

The school is sensitive to the concerns and feelings of all those involved in the resolving issues at work process and can provide confidential support through Health Assured, our employee assistance programme. This can be contacted on 0800 030 5182.

Please confirm in writing whether or not you are able to attend and who will be representing you.

I attach for your information a copy of the Hearing and Appeals Procedure that will be followed at the Appeal Hearing.

If you have questions in relation to this letter, please do not hesitate to contact me on <insert number>.

Yours sincerely

<name>

<job title>