**STRICTLY PRIVATE AND CONFIDENTIAL**

[Recipient's name and address]

Dear <Title, Surname>

**Stage 1 appeal hearing**

I refer to your letter of <DD/MM/YYYY> appealing against the outcome of the stage 1 final review meeting under the NHSScotland Capability Policy. I now write to invite you to an appeal hearing.

I will chair the hearing supported by <insert Name and Job Title of HR Representative on the panel>, who will provide HR advice. [insert as appropriate < and <Name, Job Title> will provide professional advice>.]

<Line Manager’s Name and Job Title> will present the management case supported by <Name and Job Title of HR Representative>.

You may wish to be represented by a trade union representative or accompanied by a work colleague. <I understand you were previously represented by <Name><Job Title><Union>.

The meeting arrangements are as follows:

Date: <DD/MM/YYYY – at least 14 days in advance>

Time: <Time>

Location: <Location>

Prior to the meeting please:

* confirm your availability to attend
* advise who will accompany you if you have not already notified me
* provide a written statement of case outlining your grounds for appeal

This information should be provided to me by <date 7 days prior to the meeting>. You will be provided with the management case on receipt of your case.

In the meantime, if you have any queries, please do not hesitate to contact me.

Yours sincerely

**<Name of the Hearing Chair>**

**<Job Title>**

Cc: <Trade Union Representative>

<HR Representative (panel)>

<Stage 2 Hearing Chair>

<HR support for the line manager>