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| SCRCCG.enquiries@nhs.netTel via: 01723 343660Reference**By Email** | NHS Scarborough and Ryedale CCGScarborough Town Hall - York HouseSt Nicholas StreetScarboroughNorth YorkshireYO11 2HG |
| Address line 1Address line 2Address line 3Address line 4Address line 5 | Tel: 01723 343660Website: [www.scarboroughryedaleccg.nhs.uk](http://www.scarboroughryedaleccg.nhs.uk) ENTER DATE |

Dear

**Outcome of Appeal Hearing**

I am writing to confirm the outcome of the appeal hearing held on [insert date]. I chaired the panel and was supported by [insert name] , workforce representative. Also present was [insert details of all present]. The purpose of the hearing was to consider your appeal against the decision to [insert details].

After carefully considering all of the information presented I confirmed that the decision [insert details] should be upheld and this is due to [insert rationale].

Or

After carefully considering all of the information presented the decision [insert details] was not up held on the basis of [insert rationale]. [also insert details of alternative arrangements].

Please be advised that this is the final decision in relation to the appeal and you have no further internal right of appeal.

Yours sincerely

Name

**Job title**

Cc: Personal File

 Workforce Representative