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| Dear first nameRE: My Review appeal I am writing to confirm the outcome of your recent appeal meeting.  We met to discuss the grounds of your appeal on date. The attendees of the meeting were as follows:   * Reviewer’s Manager * Reviewee * Reviewer * TU representative or work colleague (If applicable)   Following careful consideration of all of the information discussed at the meeting. I have decided to uphold/not uphold your appeal. The rationale for the decision was   * insert rationale here   Therefore your 20xx-20xx objective or end of year rating will remain/ will change to objective / Rating. This will be updated in the My Contribution system.  The appeal process has now concluded and this decision is final.  Yours sincerely  **Reviewers Line Manager**  **Role**  CC HumanResources |

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| **PRIVATE AND CONFIDENTIAL**  First name, surname  Internal mail  Date |

Human Resources Department

Room 5B29

Edinburgh Napier University

Sighthill Campus

Edinburgh

EH11 4BN

0131 455 3344

[humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk)