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| Dear first nameRE: My Review appealI 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, surnameInternal mailDate |

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