

## Appendix 2d – Invite to Appeal Hearing (Stage 1)



# Brooke Weston Trust

CEO: Dr Andrew Campbell



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Dear

### RE: Job Evaluation Appeal

Following receipt of your appeal against the job evaluation process, arrangements have now been made to consider this at Stage 1 of the Job Evaluation Appeals Procedure.

The arrangements for the meeting are as follows:

**Date:**

**Time:**

**Venue:**

In attendance at the meeting will be [add detail and explain their role at the meeting].

You may if you wish be accompanied by a trade union representative or work place colleague and should make your own arrangements in this regard.

Please let me know in advance of the meeting whether you are bringing anybody with you.

Further information on how the meeting will run and the possible outcomes can be found in the Job Evaluation Appeals Procedure.

If you have any queries at this stage, please let me know.

Yours sincerely,