

Ethan Morris

Date: 14 July 2026  
Our Reference: DASL/003EFA7C  
Document Type: Letter

Dear Ethan Morris,

This letter provides a summary of the disciplinary appeal you submitted on 27 March 2025 concerning your employment as a Junior Software Engineer at HRHeaven QA Sample Employer.

We appreciate you taking the time to present your appeal and wish to outline the current status and forthcoming steps in this process.

Your appeal raises specific points regarding the disciplinary decision made against you. In particular, you have indicated that you were not trained on the revised deployment checklist, and that earlier informal notes were not formalised in a way that informed the final warning.

You have also highlighted mitigating circumstances which you consider were not sufficiently taken into account, including simultaneous deadlines you faced and the unavailability of senior staff for support during the relevant period.

These grounds are being carefully considered as part of an impartial and thorough review to ensure fairness and accuracy in the outcome.

At present, your appeal is under review. To ensure a fair and objective reconsideration, HR will convene a neutral review panel comprising an HR liaison and an external technical advisor.

As part of this review, we will gather relevant system logs, training records, and witness statements to fully understand the circumstances.

An appeal meeting will be arranged to take place within 14 working days of this letter. This meeting will provide an opportunity for you to present any additional information and for questions to be addressed before a documented outcome is determined.

Please note that no conclusions about the disciplinary sanction or employment status will be reached until this process is complete.

You will be contacted shortly to confirm the date, time, and venue for the appeal meeting.



LETTER DETAILS

Employee  
Ethan Morris

Role  
Junior Software Engineer

Case type  
Disciplinary Appeal

Reference  
HRA-003EFA7C



KEY DATES

Completed  
14 July 2026

We encourage you to prepare any further evidence or submissions you believe may assist the review panel in reaching a fair decision.

Should you wish, you may be accompanied by a companion in line with our disciplinary procedure and your employment rights.

Following the appeal meeting, you will be notified in writing of the outcome, including any decisions or further actions.

If you have any questions or require clarification on the process, please do not hesitate to contact HR.

We are committed to conducting this appeal in a manner that respects your rights, maintains neutrality, and complies with our company policies and employment law.

[Name and title to be added by employer]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer