I received your performance appraisal appeal dated Appeal Date and have scheduled a hearing for you to be held on Appeal Hearing Date . The hearing is scheduled for Time of Hearing am or pm and will take place at Location Address and Office or virtually via Microsoft Teams.

You may find more information about the City of Dallas performance appeal process at:

[Appeals Process and Forms (dallascityhall.com)](https://dallascityhall.com/departments/humanresources/Pages/Appeals-Process-and-Forms.aspx).

If you have any questions or need further information, please contact Your Name or Assistant’s Name at Telephone Number.

Name, Position Title

Department / Office of…

c: Name, Director, Department / Office of

Nina Arias, Director, Department of Human Resources

Jarred David, Secretary to the Civil Service Board

Drew Smith, HR Partner Manager

Name, Human Resources Partner