

Letter confirming outcome of grievance hearing

Add/delete information in brackets as appropriate

[add date]

Private and confidential

[add address]

Dear [add name]

Further to your grievance hearing on [add date], I write to summarise our discussion and confirm my decision. You [were accompanied at the meeting by [add name]] **or** [chose not to be accompanied at the meeting].

I have given careful consideration to the issues you raised and have decided that your grievance has

Either

[been upheld. In reaching my decision, I have taken into account [give reasons for upholding the grievance].

[Give details of any actions which will now be taken to remedy the situation]

or

[not been upheld. In reaching my decision, I have taken into account [give reasons for not upholding the grievance]

I am satisfied that no further action is required.]

In line with Company procedures, you have the right to appeal against this decision. The appeal will be heard by [add name and title of person who will deal with the appeal], [who has not previously been involved in this matter]. If you wish to appeal, please write to [add name] at [add address] within five working days of receiving this letter, stating the grounds for your appeal.

Yours sincerely

[add name]

[add title]