

DRAFT LETTER: GRIEVANCE/DISPUTE APPEAL OUTCOME

Date

Private & Confidential

Addressee Only

Name

Address

Dear (Employee Name)

Re: Stage 3 Grievance/Dispute Appeal (delete as appropriate) Outcome

Thank you for attending the Appeal meeting on ***** (date). Present at the meeting was [HR representative name], [job title] and myself. You were accompanied at the meeting by, [Trade Union representative name], [job title]

The meeting had been convened to hear your Appeal in accordance with the Trust's Grievance and Dispute Policy and Procedure.

During the meeting you explained that the grounds of your appeal related to

Having had the opportunity to fully investigate your Appeal, I am writing to advise you of my decision. I have [upheld / partly upheld /rejected * delete as appropriate] your Appeal and would like to outline the reasons for this decision.....

I do hope this response has helped to bring your grievance/dispute appeal to a satisfactory conclusion.

Yours sincerely

Manager

CC Human Resources Representative
Trade Union Representative (if applicable)