

**DRAFT LETTER: GRIEVANCE/DISPUTE OUTCOME**

Date

**Private & Confidential  
Addressee Only**

Name

Address

Dear (Employee Name)

**Re: Stage 2 Grievance/Dispute (delete as appropriate) Outcome**

Thank you for attending the grievance/dispute (delete as appropriate) 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 grievance in accordance with section the formal Grievance and Dispute Policy and Procedure.

During the grievance meeting you explained that the grounds of your grievance related to .....

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

I do hope this response has helped to bring your grievance to a satisfactory conclusion. If for some reason you do not feel my response has satisfactorily resolved your concerns then you do have the right of appeal. If you feel it necessary to exercise this right you are required to detail your reasons in writing (Notice of Grievance/Dispute – indicating the stage 'Appeal') to Mr Hein Scheffer, Director of HR and OD, Derriford Hospital, Level 7 within 10 working days of the date of this letter.

Yours sincerely

**Manager**

cc: Human Resources Representative  
Trade Union Representative (if applicable)

TRW.HUM.POL.164.8 Grievance and Dispute Policy

