

[Print on Employee's Copy]

[Print on Company Copy]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Decision

Following the grievance meeting held on <<Date>> at <<Address>> taken at the meeting [and the minutes of the meeting] the Company in order to resolve your grievance has decided to

writing to confirm the decision intended to be taken by the Company is/are

The decision taken at the grievance meeting on <<Date>> by the Company is/are <<Specify the decision(s) taken>> regard to the following circumstances

<<Specify the grounds of appeal>> [and the action(s) to be taken] <<Specify the action(s) is/are being considered with regard to the grounds of appeal>>

Please note that you have the right to appeal against this intended action(s).] If you wish to appeal, please write a letter to me within <<E.g. 5 Days>>

against this decision [and/or the intended action(s)]. If you wish to appeal, please set out the grounds of appeal in writing within <<Specify the time period for appeal>> of this letter.

Should you wish to discuss the decision, please contact me.

Further please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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