**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Outcome of grievance meeting**

I am writing to confirm the outcome of the grievance meeting held on *[insert date]* in the presence of *[insert name]* on behalf of the Company.

The concerns you raised were *[insert details of concern as listed on the employee’s original grievance letter]*.

After a full investigation and due consideration of the facts, my findings are set out here. For ease of reference, I shall address each point in turn: *[insert details response to grievance]*.

*[Select from the paragraphs below and delete as appropriate]*

*[EITHER]*

Following the meeting, I cannot find sufficient grounds to substantiate your grievance.

*[OR]*

Following the meeting, your grievance is substantiated and the Company will be taking appropriate action in the form of *[insert details of action to be taken]*.

*[OR]*

Following the meeting, points *[insert points eg one and two]* of your grievance are not substantiated and points *[insert points eg three and four]* are substantiated and the Company will be taking appropriate action in the form of *insert details of action to be taken]*.

You have the right to appeal against my decision and, should you wish to do so, you should write to *[insert name and job title]* within *[insert number]* days giving the full reasons as to why you are dissatisfied with my decision.

Yours sincerely,

*[Insert name]*

*[Insert job title]*