**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Outcome of grievance appeal**

I am writing to confirm the outcome of the grievance appeal meeting held on *[insert date]* between you and *[insert name]* on behalf of the company. *[Insert name]* was also present to take notes.

The original grievance meeting was held on *[insert date]* to address the concerns raised within your grievance letter dated *[insert date]*. The outcome of the meeting was *[insert details of the outcome]*.

We received your appeal against this decision in a letter dated *[insert date]* and an appeal hearing was subsequently held on the date noted above.

The basis of the appeal was: *[insert details as per the appeal letter]*.

After a full investigation and consideration of the facts, I am now writing to confirm that your appeal has been successful and the original decision to *[insert original decision]* has been overturned. This decision has been reached because *[insert reason(s) eg further information has come to light].* Please be assured that we will now be taking appropriate action in the form of *insert details of action to be taken]*.

You have now exercised your right of appeal under the Company’s grievance procedure and this decision is final.

Yours sincerely,

*[Insert name]*

*[Insert job title]*