**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 the original decision that your grievance is not substantiated. The appeal is not upheld due to the following reasons: *[insert full details of the reasons for not upholding the appeal]*

I appreciate that this outcome may not be the one you had hoped for. However, I would like to assure you that we have carried out a thorough investigation into your grievance and we are satisfied that this conclusion is the appropriate one. You have now exercised your right to appeal under the Company’s grievance procedure and this decision is final.

Yours sincerely,

*[Insert name]*

*[Insert job title]*