

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Decision

You have appealed against the
resolve your grievance, name
meeting was held on <<Insert

ns taken by the Company in order to
<<Decision and/or Action Taken>> and the appeal

I am now writing to inform you
conducted the appeal meeting

by <<Insert Name of Manager>> who

[The decision of the appeal m
by the Company on <<Insert D

ke the decision and/or action(s) taken

OR

The decision of the appeal r
action(s) <<specify>>].

any to take the following alternative

Please note that you have no
Grievance Procedure and this

of appeal under the Company

Yours sincerely

<<Name & Title>>
For and on behalf of <<Compa

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