**Template: Letter to Employee on the Outcome of a Formal Grievance Meeting**

This should be amended to suit your company’s requirements.

**[Insert date]**

Dear **[Insert Employee name]**

Thank you for attending the meeting about your grievance on **[Insert date of meeting]** I note that you were accompanied by **[Insert name of individual in attendance**]. Also present were **[Insert names of those present at meeting]**.

The outcome of the matter is**: [Insert outcome]**

The reason for this is: **[Insert rationale to support outcome]**

I hope that this resolves the matter to your satisfaction.

You have the right to appeal against this decision. If you wish to do so you should write to **[Insert name of individual who will receive appeal],** within **[insert number of days]** working days of receipt of this letter.

Yours sincerely

**[Letter writer signature]**

**[Insert letter writer’s name]**

**[Job title]**