

**Appeal letter for grievance outcome**

Date .....

Dear .....

On ..... (date), I was told that the company had decided to  
..... based on my grievance of  
..... raised on ..... (date).

I would like to request an appeal meeting against this decision. Please take  
account of the following information.

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.....  
.....  
.....  
.....

Yours sincerely