Grievance Appeal Outcome Letter

[On headed notepaper of the employer]

[Name]  
[Address]

[Date]

Dear [Name]

**Outcome of grievance appeal**

Following our meeting on [date] at which we discussed grievance appeal dated [date] [, and our subsequent meeting on [date]], I write to confirm my findings.

In addition to meeting with you, I investigated your grievance appeal by [set out persons interviewed or documents considered or other investigation undertaken].

In light of this investigation, I have decided [to uphold **OR** vary] the original decision [, such that [set out details of variation]]. This is because [set out detailed reasons].

[In light of my decision **OR** Due to issues brought to light by your grievance and grievance appeal], we will take the following action [details of action].

My decision is final and there is no further right of appeal.

Yours sincerely

[Name of sender]

On behalf of [name of employer]

N.B. It is not compulsory but can be useful to include with this letter the written records of the investigation, if such records were created, provided these records support the conclusion reached