Grievance Outcome Letter

[On headed notepaper of the employer]

[Name]
[Address]

[Date]

Dear [Name]

**Outcome of grievance**

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

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

In light of this investigation, I have decided [to uphold **OR** not to uphold] your grievance. This is because [set out detailed reasons].

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

[I appreciate you may be disappointed with this outcome.] You have the right to appeal against my decision. If you wish to appeal, you must submit your appeal in writing to [name] within five working days after receiving this letter. You should state the grounds for your appeal in full and explain what action you believe should be taken in respect of the matters raised in your grievance.

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.