Invitation to a Grievance Appeal Meeting

[On headed notepaper of the employer]

[Name]  
[Address]

[Date]

Dear [Name]

**Invitation to grievance appeal meeting**

I am writing to confirm receipt of your grievance appeal dated [date]. [This will be addressed in accordance with our Grievance Procedure, a copy of which is attached.] I will be responsible for considering your grievance appeal on behalf of [name of employer].

I would like to meet with you at [time] on [date] at [place] in order to ensure that I fully understand the basis for your appeal against the original decision in respect of your grievance. [[Name] will also be present at the meeting to take notes.] You are entitled to be accompanied to the meeting by a colleague or a trade union representative.

If there are any documents you would like me to consider that you feel support your grievance appeal, or are relevant to it, please either send these to me or let me know which documents these are. You do not need to do this before we meet, but it may be helpful to do so if you would like to discuss any of the documents at the meeting.

When we meet, I would also like to understand what practical resolution you are seeking or which you think is realistic, so please give some thought to this in advance.

Please confirm you and any companion are able to attend this meeting, or if not let me know as soon as possible. Please also confirm who, if anyone, you wish to bring as a companion.

Following the meeting, I will consider your grievance appeal, carry out any appropriate investigation, and then contact you again to explain my findings. The grievance appeal process will be [a full rehearing of your original grievance OR limited to a review of the original decision on the grounds you raised in your letter dated [date]].

If you or your companion needs any particular assistance at the scheduled meeting, or there is anything else I ought to be aware of, please let me know.

Yours sincerely

[Name of sender]