[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Grievance Meeting Decision**

Following the grievance meeting on [***insert date***], I am writing to confirm the decision taken at the meeting [and the subsequent action(s) intended to be taken by the Company in order to resolve your grievance.]

The decision taken at the grievance meeting is [***specify the details of the decision***] [and the action(s) to be taken by the Company is/are ***specify the actions to be taken***.] This/These action(s) is/are being considered with regard to the following circumstances:

[***Insert details of circumstances***]

Please note that you have the right to appeal against this decision [and/or the intended action(s).] If you wish to appeal you should set out the grounds of appeal in a letter to me within [***insert amount***] days of receiving this letter.

Should you wish to discuss the content of this letter further please do not hesitate to contact me.

[***Insert Name and Job Title***]

For and on behalf of [***Name of Company***]

[***Insert name and address of recipient***]

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