

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Following our informal meeting on [Date] we are writing to confirm the issues we discussed in respect of your grievance.

During our discussion the following

1. << >>
2. << >>
3. << >>

Based on the above we have agreed [Date] [and timetable to help resolve the matter(s)]:

1. << >>
2. << >>
3. << >>,

Should you have any further problems, please let me know. This letter does not accurately reflect what we discussed during the meeting please contact me.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>