

THIS LETTER IS FOR USE BY EMPLOYEES MAKING A GRIEVANCE APPEAL

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

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

<<Date>>

Dear << >>

Following your letter dated <<Insert Date>> I wish to inform you that I wish to appeal against the decision and/or action by the Company in respect of my grievance.

On <<Insert Date>> I was informed that the Company had decided to <<Insert Decision>> in respect of my grievance which I raised on <<Insert Date of Grievance Letter>>.

Since I believe my grievance <<Insert Reason for Appeal>> has not been satisfactorily resolved I would like to appeal against the following grounds: <<Insert Reasons for Appeal>>.

[Also, I wish the following information to be taken into account:<<E.g Insert New Information>>.]

Please reply within << E.g. 28 days >> of this letter.

Yours sincerely

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