

[Print on Employer's  Company Name and Address]

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

&lt;&lt;Date&gt;&gt;

Dear << >>

Decision

You have appealed against the <<Insert >> actions taken by the Company in order to resolve your grievance, name <<Insert >> and/or Action Taken>> and the appeal meeting was held on <<Insert >>

I am now writing to inform you that I have been assigned by <<Insert Name of Manager>> who conducted the appeal meeting

[The decision of the appeal may be confirmed, reversed, or modified, or the Company may take the decision and/or action(s) taken by the Company on <<Insert Decision>>]

OR

The decision of the appeal may be any to take the following alternative action(s) <<specify>>].

Please note that you have no right of appeal under the Company Grievance Procedure and this

Yours sincerely

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