

[Print on Employee's Copy]

[Print on Company Copy]

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

<<Date>>

Dear << >>

Decision

Following the grievance meeting held on <<Date>> the decision was taken at the meeting [and the decision was agreed by the Company in order to resolve your grievance]

Writing to confirm the decision taken at the meeting and intended to be taken by the Company.

The decision taken at the grievance meeting on <<Date>> by the Company is/are <<Specify the decision(s) taken>> regard to the following circumstances <<Specify the circumstances>>

<<Specify the action(s) to be taken>> [and the action(s) to be taken by the Company is/are being considered with regard to the following circumstances <<Specify the circumstances>>]

Please note that you have the right to appeal against this decision [and/or the intended action(s).] If you wish to appeal, please write a letter to me within <<E.g. 5 Days>> of receiving this letter.

Should you wish to discuss the decision with me, please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>