

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

I am writing to acknowledge your a
action(s) taken by the Company on
in your statement of grievance dat

<<Insert Date>> against the decision and/or
er to resolve the grievance raised by you

Your appeal will be heard by <<Ins
Time and Place>> [OR will be he

n <<Insert Date>> at <<Insert
video conferencing platform>>.]

You are entitled, if you wish, to be
union representative. [If you are b
can add them to the meeting invite

deal meeting by a work colleague/trade
ase tell me as soon as possible so that I

Should you wish to submit any doc
this to <<Name>> not less than <<

ered prior to the meeting you may send
meeting.

I should be grateful if you would co
both your attendance and that of y
you or your companion cannot atte
please inform the Company as soo
more suitable time and date.

e who your companion will be and
deal meeting. If for any reason
t the scheduled date and/or time
can reschedule the meeting for a

Please note that the decision of th

e is no further right of review.

Yours sincerely

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

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