



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

<<Date>>

Dear << >>

Re: Appeal Meeting Decision

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

I am now writing to inform you of the decision taken by <<Insert Name of Manager>> who conducted the appeal meeting.

[The decision of the appeal meeting is to uphold/revoke the decision and/or action(s) taken by the Company on <<Insert Date>>.

OR

The decision of the appeal meeting is for the Company to take the following alternative action(s) <<specify>>].

Please note that you have now exercised your right of appeal under the Company Grievance Procedure and this decision is final.

Yours sincerely

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