**GRIEVANCE POLICY**

### Suggested Letter 2 to Employee on the Outcome of the Grievance Meeting

Dear (Employee)

**GRIEVANCE**

Thank you for attending the meeting about your grievance on (date, time and location). I note that you were accompanied by (name of TU Rep or fellow employee). Also present were (name) HR Adviser and your line manager (name).

The outcome of the matter is (give full detailed explanation of the decision and the reasons for it).

I hope that this resolves the matter to your satisfaction. You have the right to appeal against this decision. If you wish to do so you should write to (name of HR Adviser) within 10 working days of receipt of this letter.

Yours sincerely

Manager’s Name and Job Title

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