

ON YOUR COMPANY LETTER HEADED PAPER

Strictly Private & Confidential

NAME
ADDRESS

DATE

Dear NAME,

Your Grievance

I am writing to confirm the outcome of your grievance hearing held on DATE to consider the following:

The meeting was conducted by me in the presence of NAME, POSITION. The Company Grievance policy allows you to have a colleague or trade union representative present at the meeting; however, you chose not to be accompanied/and name attended in this capacity.

We agreed that your grievance was summarised as follows:

Set out details

-
-

I came to the following conclusion:

Set out details

-
-

Therefore I have decided not to uphold/to uphold your grievance.

[Where it is found there is a valid grievance]. My suggestion for resolving the grievance is:

Set out details

-
-

If you are dissatisfied with my decision, you have the right to appeal. If you wish to appeal, you must do so by writing to me, to be received within 5 working days upon

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receipt of this letter. Your appeal will be heard by another manager and his/her decision will be final.

Yours sincerely

Name

Job Title

The logo for GOHR features the letters 'G', 'O', 'H', and 'R' in a light purple, sans-serif font. The letters are partially overlaid by a series of vibrant, multi-colored brushstrokes in shades of yellow, orange, red, pink, and cyan, creating a dynamic and artistic effect.