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*This letter is an example and must be tailored to the particular circumstances of each case and the current grievance procedure. Advice can be sort from the HR Advisory Service.*

**Private and Confidential**

(Name)

(Address)

(Date)

Dear (Name)

**Grievance Appeal Outcome**

I am writing to confirm / inform you of the outcome of the Grievance Appeal.

You agreed for your appeal to be undertaken as a paper based exercise.

OR

The Appeal Hearing took place on [date] and was heard by myself as Hearing Manager. The management case was presented by [Name] accompanied by [Name]. You were accompanied by [Name] or You chose not to be accompanied at the meeting.

*Outline the information that was reviewed.*

Having considered carefully all the evidence I have reached the following conclusion/s

- [Explain findings in relation to each allegation made by the employee.]

OR

As a result of these findings, I propose to take the following action:

[Summarise action to be taken.]

I need to inform you that there is no further right of internal appeal against the appeal outcome.

Yours sincerely

Name of Hearing 1Manager  
Job Title