[Your company]

FREE TEMPLATE

Grievance outcome letter

Grievance outcome

Dear [first name],

Thank you for attending the grievance meeting. Having considered everything, my findings on each point are:

- Point 1: [the first point] — Upheld. [Why]
- Point 2: [the second point] — Not upheld. [Why]

Overall, your grievance is [upheld, partly upheld or not upheld].

What will happen now: [what you will do]

You have the right to appeal against this decision. If you wish to, write to [name] by [date], saying why.

Yours sincerely,
[your name]
for [company]

A free template from KivoHR. Check it against your own contracts and policies before you use it: it is not legal advice.