**GRIEVANCE POLICY**

### Suggested Letter A to Employee on the Outcome of the Informal Grievance Meeting

Dear (Employee)

**GRIEVANCE**

Thank you for attending the informal meeting with me about your grievance on (date, time and location).

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.

However, you have the right to progress your grievance to the Formal stage if you do not feel that the matter has been resolved satisfactorily via the Informal stage.

If you do wish to proceed to the Formal stage you should write to (name of Manager's Manager in directorate area), within 10 working days of receipt of this letter.

Yours sincerely

(Manager’s Name and Job Title)

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