



# STAFFING MATCH

TEMP | MANAGED SERVICE | PERM

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

## Re: Grievance Meeting Decision

Following the grievance meeting on <<Date>>, I am writing to confirm the decision taken at the meeting [and the subsequent action(s) intended to be taken by the Company in order to resolve your grievance.]

The decision taken at the grievance meeting is <<Specify>> [and the action(s) to be taken by the Company is/are <<Specify>>.] This/These action(s) is/are being considered with regard to the following circumstances:<<Specify>>.

Please note that you have the right to appeal against this decision [and/or the intended action(s).] If you wish to appeal you should set out the grounds of appeal in a letter to me within 5 days of receiving this letter.

Should you wish to discuss the content of this letter further please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of Staffing Match