**LETTER CONFIRMING OUTCOME OF APPEAL AGAINST GRIEVANCE DECISION**

Dear [NAME]

**Outcome of grievance appeal meeting**

I refer to the grievance appeal meeting held on [DATE].

The meeting was held to consider your appeal against the outcome of your of your grievance regarding [SUBJECT].

After carefully considering all the matters you raised my decision is [CONCLUSIONS].

The formal grievance process has now been exhausted and there is no further right of appeal.

If you have any queries regarding the contents of this letter please do not hesitate to contact me.

Yours sincerely,

[NAME]