

# EMPLOYER RESPONSE TO GRIEVANCE LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

## **Subject:**

Response to Your Grievance Raised

Dear Employee,

We write in response to the grievance you submitted. We have carefully reviewed the matters raised and conducted a thorough investigation in accordance with the established internal grievance procedures and the provisions of the Employment Rights Act 1996 and related UK employment legislation.

Our findings are as follows:

## **Summary of Investigation**

The grievance was investigated by the appointed officer(s). All relevant evidence, including witness statements, documents, and any other pertinent information, was considered impartially. The investigation did not find sufficient evidence to substantiate the claims made in your grievance, or it identified specific facts as detailed below.

## **Outcome**

Based on the investigation, the grievance is hereby [upheld / not upheld]. If upheld, appropriate remedial action will be taken in accordance with company policy and UK employment law. If not upheld, please be assured that your concerns were taken seriously and investigated thoroughly.

## **Right to Appeal**

If you are dissatisfied with this response, you have the right to appeal the decision in writing within fourteen (14) calendar days of receiving this letter. Your appeal should state the grounds upon which you believe the decision was incorrect or unfair. Upon receipt, an appeal hearing will be arranged in line with our grievance policy and UK employment procedures.

## **Confidentiality**

All matters discussed within this grievance process are confidential and must be treated as such by all parties involved, except where disclosures are required by law or for the purposes of investigating and resolving the grievance.

## **Support and Further Assistance**

If you require support or guidance concerning this response or the grievance process generally, please contact Human Resources or your appointed representative.

Yours sincerely,

\_\_\_\_\_

Name:

Position:

On behalf of the Employer

**Employer's Signature**

**Employee's Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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