

ACAS GRIEVANCE OUTCOME LETTER

Employee Name:

Employer Name:

Introduction

This letter sets out the outcome of the grievance raised by the employee named above, following an investigation conducted in accordance with ACAS Code of Practice on Disciplinary and Grievance Procedures. The aim is to provide a fair resolution and help maintain constructive employment relations.

Details of the Grievance

The grievance raised concerns relating to employment terms, workplace conduct, or other matters as specified by the employee. The details were carefully considered and investigated by the designated officer or panel.

Investigation

An impartial investigation was carried out, which included gathering relevant evidence, reviewing documentation, and interviewing relevant parties. The investigation was conducted fairly and consistently, following ACAS guidelines.

Outcome

Following the investigation, the grievance has been: [Upheld/Not Upheld/Partially Upheld]. The findings indicate that [insert summary of findings without dates]. Where appropriate, remedial actions or recommendations to address the issues raised will be implemented.

Next Steps

If the employee remains dissatisfied with this outcome, they should consider raising their concerns through the next stage of the employer's grievance procedure, or seek further advice from ACAS or a legal adviser. Both parties are encouraged to maintain open communication to resolve any outstanding issues.

Confidentiality and Compliance

This outcome letter and all related documentation are confidential and intended solely for the parties involved. Both parties agree to comply with all applicable UK laws and ACAS guidelines to ensure a fair and legally compliant resolution.

Signatures

Employee Signature

Employer Signature

Signature: _____

Signature: _____

This letter is intended to comply with the Employment Rights Act 1996, the ACAS Code of Practice on Disciplinary and Grievance Procedures, and all relevant UK employment legislation governing grievance procedures and outcomes. Nothing in this document should be construed as legal advice.

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