

GRIEVANCE OUTCOME LETTER

Reference Number: _____

Case Number: _____

Addressee Information:

Full Name: _____

Position/Department: _____

Company/Organisation: _____

Contact Details: _____

Grievance Summary:

This letter addresses the grievance you submitted concerning workplace matters. Our investigation has considered all relevant evidence and statements provided. The following outlines the findings and the outcome of the grievance process.

Investigation Findings:

After a thorough and impartial investigation, the evidence indicates that the grievance is substantiated / partially substantiated / unsubstantiated. Key points include:

- A detailed review of the facts presented.
- Consideration of all witness statements.
- Relevant policies and procedures applied during the investigation.

Outcome and Actions:

Based on the findings, the following actions will be taken:

- [Insert specific remedial or disciplinary actions, if any]
- Any recommendations for changes to policies or workplace practices.
- Support available to the parties involved.

Appeal Rights:

If you are dissatisfied with this outcome, you have the right to appeal in writing within a reasonable timeframe. The appeal must state clearly the grounds on which the grievance outcome is contested. Appeals will be considered impartially and in accordance with company procedures and UK employment law.

Confidentiality and Data Protection:

All information related to this grievance has been handled confidentially and in accordance with the Data Protection Act 2018 and UK GDPR. Only individuals directly involved in the grievance process have accessed this information.

Legal Compliance and Governing Law:

This grievance outcome letter and all related processes comply with the Employment Rights Act 1996, ACAS Code of

Practice on Disciplinary and Grievance Procedures, and other relevant UK legislation. The terms and conditions herein are legally binding under the laws of England and Wales.

Acknowledgement:

Please sign below to acknowledge receipt and understanding of this grievance outcome letter. Your signature does not necessarily indicate agreement with the contents but confirms that you have received and read this document.

EMPLOYEE SIGNATURE

MANAGER / HR SIGNATURE

Signature: _____

Signature: _____

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