**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

Letterhead Details]

***STRICTLY PRIVATE AND CONFIDENTIAL***

***Addressee (full Name)***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re. Grievance Panel - Outcome**

I am writing to confirm the outcome of the grievance panel meeting held in relation to your grievance you submitted on ***[Date]***.

The meeting was held on ***[Date, Time and Location]***. I chaired the meeting and was supported by ***[Panel name/s and job title/s]***. (\*Delete as appropriate) \*You attended and were represented by ***[Representative name]***, ***[Union name or job title if work representative]***. OR \*You were not represented and confirmed that you were happy to continue with the meeting without a representative being present.

***[Name of Manager and job title]*** and ***[Name of Manager support or HR support and job title]***  presented the management case.

The meeting was held under the NHSBT Grievance policy.

The meeting was held to consider your grievance which is;

***“[details of grievance raised]”***

You provided the following details around your grievance:

* ***[Summarise the most important points of the case put forward by the employee/collective group, include what actions they advised they put forward to management to try and resolve the grievance informally]***

The details and response provided by management were:

* ***[Summarise the main points raised by management, include any reasons provided as to why no informal resolution could be found and any options discussed with the employee/collective group to resolve their issues]***

The panel considered all the information provided in relation to your grievance, both through documentation provided prior to the panel and information discussed during the panel. In making the decision consideration was given to the following:

* ***[details of the facts that were given weight in the decision-making process. Acknowledge any conflicting evidence and summarise how this was dealt with. Include any detail from witnesses. Include anything else relevant to the grievance, you considered to help you make your decision]***

The Panel informed you that after careful consideration, its decision was to; **[*details of decision Uphold/not to uphold the manager’s decision] [Give a sentence to explain the reason.] [details of any further actions recommended by the panel e.g. training/mentoring/compliance/process review etc]***

You are advised of your right of appeal against this decision, which must be made by email to Kirsty.Stewart@nhsbt.nhs.uk within 7 calendar days of the date of this letter.

Within 21 calendar days from the date of the outcome letter, you will be required to provide full details of your grounds for appeal, making clear what resolution you are seeking. This will then be provided to the chair of the grievance panel for them to prepare their response to your grounds of appeal, which will be provided to you a minimum of 7 calendar days before the appeal.

All details of your grievance and this process under the Grievance Policy should remain confidential and discussed only between those parties involved in the process.

All details of this process under the Grievance Policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

I also wanted to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24-hour telephone line on **0800 783 2808**. Alternatively, if you just wanted to find out more about it you can visit their website <https://healthassuredeap.co.uk/>, the ‘access code’ and ‘password’ are both 72992. You can also access the service via your own personal e-mail address. This service also extends to leavers for up to 3 months after your employment ceases.

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:] [relevant details]***

***[Encl.] [relevant details]***