***Note*: You will need to ensure you REMOVE non relevant any paragraphs, wording or highlighted sections. Refer to the ‘How to complete a Template Letter’ document on People First for help using the templates.**

[Letterhead Details]

**Strictly Private & Confidential**

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

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

***[Date]***

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

**Re: Grievance Appeal – Confirmation of receipt**

I write to confirm receipt of your intention to appeal following the consideration of your complaint under the Grievance Policy.

In accordance with the above, you are now required to provide detailed grounds for your appeal. This will need to be with me by ***[date]* (this will be the date 21 calendar days from the original outcome letter date)**. Should you not provide this detail, this may result in your appeal not being allowed.

This is in effect your Employee Statement of Case. This will then be provided to the person(s) who considered your complaint for them to prepare their response to your grounds of appeal.  This response will then be provided to you a minimum of 7 calendar days before the appeal hearing.

Please be aware that your appeal must only be about the application of the policy and process and must not be about the severity or leniency of the outcome decision made.

Should you have any queries, please do not hesitate to contact me on ***[number and e mail address]***

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.

Yours sincerely,

**[Name]**

**[Job Title]**

**[cc:]**

**[Encl.]**