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| **Private & Confidential** |
| **Subject:** | Grievance Appeal |
| **To:** | Enter the details of the person you’re writing to. Include their job title and contact number/email |
| **From:** | Enter your name | Date: | Enter the date |
| **Contact** | Enter phone and/or email - how do you want to be contacted? |

Dear First name

I’m writing to formally appeal the formal grievance decision set out in your letter dated enter the date**.**

The reasons for my appeal are as follows:

Set out the basis for your appeal. An appeal that simply disagrees with the outcome is unlikely to be successful, so you need to be specific about why you’re appealing and what it is you don’t think has been considered fully by the original grievance hearing manager. Include and consider the following:

* Any procedural issues that have occurred – as an example did you put forward witnesses that haven’t been interviewed?
* Sometimes witness statements offer a different view of the situation and you may not have had opportunity to respond to those views or provide additional evidence.
* If you’re appealing only part of the decision (for example because part of your grievance has been upheld), be specific which part of the grievance decision you’re appealing.
* Are there mitigating circumstances which weren’t fully explored?
* Is there any new evidence that should be considered, or witnesses that you feel would have a material impact on the outcome?
* Sometimes complaints can be misunderstood, so if it’s clear that a hearing manager has not fully understood the situation, circumstances or your points, be very specific and if necessary, set out a separate document with additional information, timelines or a better understanding of the points you’re making.
* Is there anything else that needs to be explored as part of your appeal?

In order to address the concerns I’ve raised in this letter, explain what outcome you’re looking for as a result of your appeal. This gives your employer the opportunity to put things right for you. Your local Accord Officer can help you understand what options there may be before you submit your grievance.

I would be grateful if you would arrange an independent appeal manager to investigate my appeal, and I would like to be accompanied at further meetings by my union representative, enter rep name.

Yours sincerely

Enter your name