

Appeal outcome notification

Subject: Grievance Appeal Decision - Case [Reference Number] - [UPHELD/DISMISSED]

Dear [Employee Name],

This letter serves as formal notification of the decision regarding your appeal of the grievance outcome for case [Reference Number].

The appeal panel, consisting of [composition], has completed its review of your original grievance decision dated [Date] and your subsequent appeal submitted on [Appeal Date].

APPEAL DECISION: [UPHELD/DISMISSED]

Rationale for Decision:

The appeal panel conducted an independent review of all evidence, including new materials submitted with your appeal. After thorough deliberation, we determined that [detailed explanation of reasoning].

[If upheld]: The following corrective actions will be implemented immediately:

- [Action 1]
- [Action 2]
- [Action 3]

[If dismissed]: The original decision stands, and no further action will be taken regarding the substance of your original grievance.

This appeal decision represents the final internal resolution of this matter. You have exercised your full rights under our grievance procedure, and no further internal appeals are available.

[If applicable]: External appeal options may be available through [relevant external body/authority]. Information regarding external processes is available from [source].

We thank you for your participation in this process and your commitment to addressing workplace concerns through proper channels.

Respectfully,

[Appeal Panel Chair]

[Title]

[Date]

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