

[Today's date]

Dear .....[your employer/manager/HR manager name],

I am writing to formally appeal against the decision taken on my recent grievance which was notified to me on .....[date]

My reasons for appeal are as follows:

[set out the basis for your appeal. For example, if you disagree with the way the grievance was handled, if you feel the decision taken was wrong, or if you have new evidence that you feel should be considered].

I would be grateful if you would let me know when and where we can meet to discuss my appeal. I would like to be accompanied at the meeting by .....[name].

Yours sincerely,

.....[your name]