

EXAMPLE: GRIEVANCE APPEAL LETTER
(RELATING TO AN ISSUE OF DISCRIMINATION)

[EMPLOYER'S NAME]

[COMPANY ADDRESS & POSTCODE]

[DATE]

Dear [Name of Employer, Line Manager or HR manager],

RE: Appeal Against Grievance Decision

I write to you to formally appeal against the decision made regarding my grievance, notified to me by letter on [DATE].

The grievance related to detrimental treatment as a result of racial discrimination.

I wish to appeal the decision based on the following:

[SET OUT YOUR REASONS. FOR EXAMPLE:

- YOUR GRIEVANCE WAS POORLY HANDLED BECAUSE AN INSUFFICIENT INVESTIGATION TOOK PLACE
- YOUR EMPLOYER DID NOT OBTAIN EVIDENCE FROM THE RELEVANT PEOPLE CONCERNED]

Please let me know when and where we can meet to discuss my appeal. I wish to be accompanied by [NAME OF COLLEAGUE OR TRADE UNION REPRESENTATIVE]

Yours sincerely,

[NAME]