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# APPENDIX 13 Letter 7 - Model Stage 2 Appeal Decision Letter

[Name]

[Address]

[Date]

Dear [Name]

**Re: Grievance Procedure - Stage 2 Appeal - Decision**

I write to confirm the decision of the Employee Grievance Committee following the Stage 2 appeal meeting, which you attended with [name], your \**trade union representative/work colleague* on [date]***.***

The Stage 2 appeal was convened under the Schools’ Grievance Policy when the following \**was/were*considered:

* *Insert full details of the appeal*

The Employee Grievance Committee carefully considered the facts presented to them, including supporting documentation, before reaching their decision*:*

* \**To uphold the original grievance decision made by the Hearing Officer following the Stage 1 meeting.*
* *\*To revoke the original grievance decision made by the Hearing Officer and uphold your appeal.*
* *State findings - be clear, brief and precise*
* *Explain what actions are to be taken (if any)*

This concludes the grievance process.

Yours sincerely

**Chair of the Employee Grievance Committee**

**Name, Designation**

**Copy to:** Headteacher / Chair of Governors / Manager / Investigating Officer

HR

Chair and members of the Employee Grievance Committee