**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

## Outcome of Informal Grievance Meeting

I am writing to confirm the decision made following our meeting on [Date].

After listening carefully to everything that you said, I reached the following conclusions:

[detail decisions reached and action to be taken if any]

I hope that this resolves the matter that you have raised. However, if you wish to take the matter further, you may do so by submitting your grievance in writing as detailed in Section 5 of the procedure, available at <https://www.york.ac.uk/admin/hr/policies/hr-procedures/grievance/procedure>.

Yours sincerely

**[Name Line Manager]**

**[Job Title]**