**Appeal letter for grievance outcome**

Date ………………………………

Dear ……………………………

On …………….. (date), I was told that the company had decided to ……………………………………………………….. based on my grievance of ……………………………….. raised on ………………………………… (date).

I would like to request an appeal meeting against this decision. Please take account of the following information.

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Yours sincerely