

Employee Grievance Appeal Process

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Grievance Appeal Process Explanation

Dear [Employee's Name],

Thank you for bringing your concerns to our attention. This letter aims to clarify the grievance appeal process following your recent grievance submission.

1. Initial Grievance Submission

Ensure your grievance is documented in writing and submitted to your immediate supervisor. Include details of your concern and any supporting evidence.

2. Grievance Review

Your supervisor will review the grievance within [time period], discuss it with you, and provide a response.

3. Appeal Process

If you are dissatisfied with the response, you may appeal to [Higher Authority/HR Department]. Please submit your appeal in writing, detailing the reasons for your dissatisfaction.

4. Appeal Review

The appeal will be reviewed within [time period], and you will be invited to discuss the matter further.

5. Final Decision

A written decision will be provided, which will be final and binding.

If you have any questions regarding this process, please feel free to reach out.

Best regards,

[Manager's Name]

[Title]

[Company Name]