

# Board Grievance Outcome Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of the outcome of your grievance submitted on [Insert Date of Grievance Submission] concerning [brief description of the grievance].

After a thorough review and consideration of all the relevant information, the board has come to the following conclusion:

[Clearly state the outcome of the grievance, including any actions to be taken or reasoning for the decision.]

If you have any questions or would like to discuss this outcome further, please feel free to contact us at [Contact Information].

Thank you for your patience during this process.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]