# Letter template for a worker appealing a grievance

[Today's date]

Dear [name of employer / HR manager / line manager],

I am writing to formally appeal against the decision taken on my recent grievance which was notified to me on [date].

My reasons for appeal are:

[set out the basis for your appeal. For example:

* you disagree with the way the grievance was handled
* you feel the decision taken was wrong
* you have new evidence that you feel should be considered].

[Optional] I would like [give details of what you want your employer to do to resolve the grievance].

Please let me know when I can meet you to talk about my appeal.

I would like to be accompanied at the meeting by [name].

Yours sincerely,

[Your name]