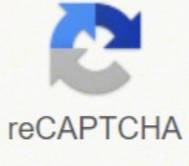




I'm not robot



Next

Letter confirming outcome of grievance hearing

Add/delete information in brackets as appropriate

[add date]

Private and confidential

[add address]

Dear [add name]

Further to your grievance hearing on [add date], I write to summarise our discussion and confirm my decision. You [were accompanied at the meeting by [add name]] or [chose not to be accompanied at the meeting].

I have given careful consideration to the issues you raised and have decided that your grievance has

Either

[been upheld. In reaching my decision, I have taken into account [give reasons for upholding the grievance].

[Give details of any actions which will now be taken to remedy the situation]

or

[not been upheld. In reaching my decision, I have taken into account [give reasons for not upholding the grievance]

I am satisfied that no further action is required.]

In line with Company procedures, you have the right to appeal against this decision. The appeal will be heard by [add name and title of person who will deal with the appeal], [who has not previously been involved in this matter]. If you wish to appeal, please write to [add name] at [add address] within five working days of receiving this letter, stating the grounds for your appeal.

Yours sincerely

[add name]
[add title]



Letter confirming a disciplinary hearing

Private and Confidential

Event name

Event address

Event start

Event duration

Re: [Employee name] disciplinary hearing

I write to you to confirm the outcome of the disciplinary hearing held on [date] at [location]. The hearing was held on [date] at [location].

I have given careful consideration to the issues you raised and have decided that your grievance has

[been upheld. In reaching my decision, I have taken into account [give reasons for upholding the grievance].

[or]

[not been upheld. In reaching my decision, I have taken into account [give reasons for not upholding the grievance].

[or]

I am satisfied that no further action is required.]

[or]

In line with Company procedures, you have the right to appeal against this decision. The appeal will be heard by [add name and title of person who will deal with the appeal], [who has not previously been involved in this matter]. If you wish to appeal, please write to [add name] at [add address] within five working days of receiving this letter, stating the grounds for your appeal.

I was instructed to take steps which were wrong. One example: dealing with defences that the claim form was made out to the defendant's work place and when querying this with [REDACTED] being told that this was now policy – if we didn't know the defendant's home address we would insert the work address on the claim form and thereby save a £30 court fee for making an application for substituted service.

You know that I purchased a house on the strength of my success in securing the contract but since then my role has been seriously diminished and my team made redundant. The work is being done unprofessionally and unlawfully. My expertise and knowledge is disregarded in the context of my complaints about the contract.

And still no one has dealt with my grievance and complaints nor the impact on the current offers the firm has made to me to return to work. As you know I voiced concern about the contract from the beginning and throughout it's development have made various comments to [REDACTED] about how the work was being undertaken. This culminated in my email to you, [REDACTED] in August.

I have done everything I possibly can to have this matter of a contract which I believe to be unlawful dealt with internally within the firm at the highest levels. This includes explaining why it is unlawful in detail in my email in August, and this comes from my knowledge and experience in this area of law. Apart from stating that you do not agree that it is unlawful, you have not explained that position in any detail at all or tried to answer my concerns. You have not told me the content of any opposing legal advice, nor whether in fact you have obtained external legal advice.

Since the bankruptcy work is and I understand would be, the mainstay of my workload, apart from the odd menial debt work and my developmental requirement, I believe this issue needs to be finally resolved. To this end I propose to refer the whole contract to the Law Society and will ask them to adjudicate on it's legality. I have a copy of the contract. Obviously if they rule that the contract is lawful and proper there is no problem and I would be able to return to work in due course, subject to my health, and there would be a proper role for me as I could then undertake the work.

Outcome Letter Template

Date: _____

Dear _____:

We would like to inform you that the complaint you filed on _____ has been concluded. You have been provided with a verbal explanation of the outcome of our investigation. We thank you for bringing your concerns to our attention. If you have any additional questions or concerns, please contact _____ at _____.

If you are dissatisfied with the outcome of your complaint you may contact:


Qsource ESRD Network 12
Patient Services Department
920 Main St., Ste. 801
Kansas City, MO 64105
Toll-Free: 800-444-9965

Or

Missouri Department of Health
Bureau of Outpatient Healthcare
PO Box 570
3418 Knipp Drive, Ste. D
Jefferson City, MO 65102-9812
573-751-6303

Kind Regards,

Name _____
Title _____



This information was developed under a grant awarded to the Center for Healthcare & Behavioral Services (CHBS), an agency of the U.S. Department of Health and Human Services. It is not intended to be used for any other purpose without the express written permission of CHBS.

GRIEVANCE POLICY

Suggested Letter A to Employee on the Outcome of the Informal Grievance Meeting

Dear (Employee)

GRIEVANCE

Thank you for attending the informal meeting with me about your grievance on (date, time and location).

The outcome of the matter is (give full detailed explanation of the decision and the reasons for it).

I hope that this resolves the matter to your satisfaction.

However, you have the right to progress your grievance to the Formal stage if you do not feel that the matter has been resolved satisfactorily via the Informal stage.

If you do wish to proceed to the Formal stage you should write to (name of Manager's Manager in directorate area), within 10 working days of receipt of this letter.

Yours sincerely

(Manager's Name and Job Title)

Updated December 2016

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There is no other website like this on the Internet that explains your employment rights, including the law, how the law applies to you, and the case law to help you write your letter of complaint related to work-related stress, harassment and harassment, and discrimination. So, do not click off this website until you have reviewed the pages, which web pages are to help you write a better letter of complaint to your employer. Remember, a misspelled complaint letter will allow your employer to dismiss your complaints. You only have one chance to get your complaint letter right, so here's your chance to do just that! It is very likely that those of employees who submit a letter of complaint to the Human Resources Department because a manager harasses them will end up referring to the labor court to obtain an effective remedy and reparation to their complaints, especially if they have not outlined within their letter of complaint the laws and legal regulations, that the employer has acted in contravention of. The fact is that an employer and its Human Resources Department are unlikely to admit any liability, which would make it liable for paying compensation! The Human Resources Department's job is to protect the employer. Most of us who have had a career with the Human Resources Department will more often end up being left stressed, anxious and/or depressed. This is why I refer to the Human Resources Department as the "Human Remains Department" no less important, since as for the balance of probabilities, they will undertake a tort investigation, which will leave you frustrated, angry, and feeling marginalized. From 6 April 2014, before filing a complaint with the Employment Court, you must contact ACAS in accordance with Article 7 7 The Company Reform and Regulatory Reform Law 2013 will be involved in the conciliation 3 complaint. This puts greater emphasis on the complaint letter, which you write to your employer's human resources department to invoke the grievance procedure. This is where I can assist you in writing a strong letter of complaint, with violations of the statutes, Facts; The regulations and the relevant law (see my testimonies). The Employment Tribunal places the burden of proof on the employee (claimant) to establish the liability of his employer under S.136 of the Equality Act 2010. His employer knows this, so the human remains department will deny any knowledge of harassment, and/or discrimination 4 n. In the Madarassy Authority V Nomura International PLC [2007] EWCA CIV 33 (26 January 2007), the Court of Appeal 5 made the following statement 6: "Do not underestimate the importance of the burden of proof in cases of 7 discrimination. There is probably no other area of the civil leg in which the burden of proof plays a greater part than in cases of discrimination" 8. It is for the claimant to prove the facts of which, if the amendments had not been approved, the Employment Tribunal "may, in the absence of adequate explanation, conclude that the Defendant committed an act 9 unlawful discrimination". Notice the use of the word Áe á Á ComplainanteÁe á . For the avoidance of doubt, in complaint procedures, you are the "Composer". "Therefore, the burden of proof is on you! The letter of the employee's complaint to the "Brothers' Remittance Department" must meet three things: First: the employee's letter of complaint must bring to the attention 1 of the human resources department its omissions and/or violations of legal rights under UK employment laws. Also, whenever Scheme to the Department of Human Resources within its Charter of Claim, which has performed the acts and statutory regulations that your employer has contravened. Contrance obac a 2Ávell es s/ahcef ©Áuq neÁ ,etnematercnoC :3 atnugerP ?so±Áa sert somit 9Á sol ne Á a-Á±AapmoC al ed osocA y osocA ed acitAloP al ojab sonamuH sosruceR ed otneimatrapeD le sniggolB ynnof odad ah acifÁcepsa n 1Áicamrof ©ÁuQÁ :2 atnugerP ?sotneimitnes sim a o±Aad rasuac ed Á Á ed otcefe y otis 3Áporp Á le noc odlacuac euf on odadrater emodnÁAmall sniggolB ynnof euq secid om 4ÁCÁ :1 atnugerP :satnugerP setneiugis sal agaH. 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