

XCVCXV VCXVXCV

Employee's address line 1
Employee's address town
Employee's address postcode

Manager name
Name of the employer firm or company
Employer address line 1
Employer address town
Employer address postcode

Date

Dear **Salutation**

Re: Grievance appeal

I am dissatisfied with the decision you have taken with regard to my grievance on the following grounds:

I hereby request that an appeal be arranged as soon as possible. If possible, I would like this to be heard by a manager who has not previously been involved in my case.

I look forward to hearing from you promptly with details of the appeal.

Yours sincerely

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