

**Date**

**Greater Glasgow and Clyde**

**Department**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

Tel No

**PRIVATE & CONFIDENTIAL**

**Employee Title/Forename/Surname**

**Address 1**

**Address 2**

**Address 3**

**Postcode**

Dear Title/Surname

**Grievance: Formal Stage 1 Outcome**

Further to the Formal Stage 1 Grievance Hearing held on **insert** **date**, I now write to confirm the outcome.

This hearing was convened in line with NHS Greater Glasgow and Clyde’s Grievance Policy and Procedure. I was accompanied at the hearing by **name** HR representative.You were accompanied at the hearing by **add name. OR** You were unaccompanied at the hearing and happy to proceed on that basis **(Delete as appropriate).**

At this hearing you **and/name of rep (if applicable)** outlined your grievance, summarised as follows:

After considering carefully all of the information and evidence that has been presented, I have concluded that the grievance **will/will be partially/will not be upheld**. My reasons for this decision are as follows:

**Explain findings in relation to each allegation made by the employee.**

As a result of these findings, I propose to take no further action.

**OR**

As a result of these findings, I propose to take the following action:

**Summarise action to be taken.**

Under NHS Greater Glasgow and Clyde’s Grievance Policy and Procedure you have the option of proceeding to a Formal Stage 2 hearing, if you are unhappy with the findings of this process. In order to do this, you should submit a grievance notification progression form to **name, job title, address** within 4 working weeks of receipt of this letter.

I have arranged for a copy of this letter to be copied to your line manager.

Yours sincerely

Print Name

Designation

Cc: Line manager