**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*

**Re: Grievance withdrawal**

I am writing to confirm that on *[insert date]* we received your *[delete as appropriate – letter/email]* withdrawing your formal grievance. The reason you gave for that decision was *[insert reason]*.

*[Select from the paragraphs below and delete as appropriate]*

*[EITHER]*

It is pleasing to be informed that your grievance has been worked out informally. I will record that your formal grievance has been withdrawn and no further action will be taken on this matter.

*[OR]*

Following the confirmation at our recent *[delete as appropriate – meeting/telephone call]* that you do not wish to pursue the grievance further, I will record that your grievance has been withdrawn.

*[OR]*

We have recorded that your grievance has been withdrawn, however, the letter received on *[insert date of employee’s original grievance letter]* containing details of your original grievance has identified internal issues which need to be investigated. This investigation may result in incidents being addressed under the Company’s disciplinary procedure and you may be required to participate in this process.

If you have any concerns with the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*