

Contents of a Grievance Response Letter

- 1. Brief description of grievance content.
- 2. Steps employer has made to try and resolve the grievance and evidence/facts collected.
- 3. Any concession the employer is making in an effort to resolve the grievance <u>or</u> outcome of discussions between employer and union to try and resolve the grievance, referencing applicable Collective Agreement articles.
- 4. Conclusion grievance is considered resolve, denying grievance, etc.