RESPONSE TO EMPLOYEE APPEAL

 (Date)

 (Name of Grievant)

 (Address of Grievant)

Dear ,

Having considered the appeal you presented on (date),

I have decided on the following response:

*[Note: When preparing the letter, include only one of the following sentences.]*

I am unable to grant your appeal. I will uphold the decision made at the Primary Level by

 (name) as communicated to you in the Primary Level response.

I wish to grant your appeal and have instructed (name) to find a resolution in keeping with the remedy you seek.

Although I am unable to fully grant your appeal, I have instructed (name) to take the following actions as a partial remedy to your complaint:

 *(signature of Director, Dean, ExeDir, or other appropriate Administrator)*

*To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in DGBA (LOCAL).*