

UNISON Liverpool John Moores University Branch  
c/o: Andy Beech  
Lower Ground Floor  
Aquinas Building  
Mount Pleasant Campus  
Maryland Street  
0151 231 3566



## **Statutory Grievance Procedure - Requesting an Appeal**

Date

Dear (employer)

I lodged a grievance on grounds of..... (specify grounds, as per step 1 grievance letter) on (date of step 1 grievance letter).

On (date) you informed me of your response to my grievance, namely.....  
(specify employer's response, ie not upholding the grievance, etc).

I would like to appeal against this decision.

My grounds of appeal are as follows :

(specify the grounds of appeal and supporting information)

I wish to be represented by my trade union representative at the appeal hearing and reasonably request that you arrange the hearing date at a time when both my representative and I are available to attend.

Please reply within 7 days of this letter.

Signed..... (member)

