

Private and Confidential
Luke Instone-Brewer



13 December 2016

Dear Luke

Grievance Appeal Hearing - Acknowledgment

Following your recent grievance outcome, you have exercised your right to appeal this via a letter dated 12 December 2016 addressed to Ben Saunders Centre Director.

You will be invited to attend a formal grievance appeal hearing in due course.

If you have any queries please do not hesitate to contact me on **DPA**

Yours sincerely

Michelle Fernandes
HR Advisor
G4S Central Government Services

Enc. Grievance Policy