

SAMPLE LETTER WITHDRAWING A GRIEVANCE

Date _____

Administrator (At appropriate level) _____

Address _____

RE: Grievance – Title (Concise Description)

Dear _____ :

You have indicated that (administrator) will resolve the above grievance by (describe resolution).

This resolution is acceptable to the Association (and to the grievant, if applicable.), and the grievance is hereby withdrawn.

Thank you for your assistance in this matter.

Very truly yours,

(Your name)

(Association title)

cc: _____

