

**MEMORANDUM FOR CONFIRMING INFORMAL LEVEL GRIEVANCE
SETTLEMENTS TEMPLATE**

(DATE)

TO: *(Immediate Supervisor)*

FROM: *(Association Site Representative)*

CC: *(Association office – Grievance chairperson)*

RE: **Informal Level Grievance Agreement**

This is to confirm our understanding of the agreement reached in our informal grievance meeting on *(date of meeting)* regarding *(description of issue of the grievance)*.

We agree to the following: *(List the settlement agreement as you understand it.)*

If this is not your understanding, please let me know by no later than *(date)*.