Date

Recipient Name & Address

Sent Via certified mail return receipt #

Re: [grievance number]

Dear Brother/Sister [name]

 This letter is to inform you that Local 237 has investigated the subject grievance filed on your behalf, and concluded that it does not contain the contractual merits to prevail. Therefore on

[ insert date here] Local 237 will advise the Company of its decision to withdraw the grievance, thereby officially withdrawing the grievance. Please be aware, once such notice is given the grievance cannot be resurrected, or pursued further and the Local Union will take no further action on your behalf regarding this grievance.

If you have any new information you wish us to consider before we withdraw this grievance, please advise [name] of the same no later than 48hrs in advance of the withdrawal date mentioned above. He/she can be reached at [phone number].

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of member

 \_\_\_\_\_\_\_\_\_\_\_\_

 Printed name of member