

Our ref:

Your ref:

INSERT DATE

INSERT NAME

ADDRESS

Dear Sir/Madam

Re: Grievance

I am writing to you to set out my formal grievance and to request that you initiate the company's grievance procedure.

[SET OUT THE CIRCUMSTANCES OF YOUR GRIEVANCE – FOR EXAMPLE IF YOU HAVE BEEN TREATED BADLY AND HOW THIS HAS AFFECTED YOU. SPECIFY HOW LONG THE TREATMENT HAS BEEN GOING ON FOR.]

I have set out below details of the treatment, as follows:-

- ◆ On [INSERT DATE] [SET OUT FULL DETAILS OF THE INCIDENT].
- ◆ On [INSERT DATE] [SET OUT FULL DETAILS OF THE INCIDENT].
- ◆ On [INSERT DATE] [SET OUT FULL DETAILS OF THE INCIDENT].

I would be grateful if you would acknowledge receipt of my letter within the next seven days and confirm that you will deal with my grievance within the next [14 DAYS].

Yours faithfully

[INSERT YOUR NAME]