

Template letter: Grievance

Your Name...

Address ...

Employer Name ...

Address...

Date...

Dear Name

I am writing to inform you that I wish to raise a grievance relating to *subject of grievance*.

I wish this to be investigated in line with the *employer name* grievance procedure.

I am raising my grievance with regards to the following:

1.
2.
3.
4.

(Describe the issue, be specific, mention dates/events/people and mention any steps taken to resolve the problem and outcome)

I think that this has led to me being discriminated against/treated less favourably on the grounds of my disability/health condition.

I would now like this to be investigated as per my entitlement outlined in the staff hand book/grievance procedure. I am aware that I am entitled to be accompanied at a grievance hearing.

I look forward to your response.

Yours sincerely,

Your name