

<<Name>>
<<Address>>
<<Address>>
<<Address>>

<<Date>>

Dear <<Name>>

I am writing to confirm receipt of [] of <<insert date>> regarding your formal grievance about <>.

The Company will now arrange your grievance in accordance with the Company's grievance policy. The grievance is now closed. The Company will hold a formal grievance meeting with you once the investigation is concluded.

As part of the investigation, the Company may interview potential witnesses and/or review documents. The Company will ensure that all information is as confidential as possible and that all witnesses are informed of the process. Although they will be informed that a grievance has been raised, the Company will ensure that the investigation is confidential.

No decision will be taken about your grievance until the investigation is complete and a formal grievance meeting has taken place.

If you have any questions or concerns about the grievance hearing, please contact me.

Yours sincerely

<<Name>>
<<Job Title>>

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