THIS LETTER IS FOR USE B

S

ING A GRIEVANCE

<<Employee's Name>> <<Address>> <<Address>> <<Post Code>>

<<Employer's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Following our informal discuss of Grievance>> and the subs writing to inform you that I wis improved.

This action is being considered

1. <<Specify>>

Also, I would like to request a take the opportunity to inform work colleague/ trade union re

Please reply within << E.g. 28

Yours sincerely

<<Name & Title>>

ter

ect of my grievance <<Specify Nature Insert Action Taken if Any >>, I am vance since the situation has still not

ing circumstances:

uss this matter. Furthermore, I g I will be accompanied by a mpanion Name>>.

s letter.

