**Template letter/email for employee to send to employer to raise a formal grievance**

**Note: Please ensure that you check whether your employer has a written grievance policy and, if so, whether there are any particular requirements for how your grievance should be set out or submitted, or what it should contain. If the policy requires anything different to this template, you will need to adjust it.**

[Your name]

[Your home address]

[Your email address]

[Your phone number]

[Name of individual you are writing to – employer/HR/line manager]

[Postal or email address]

Date: [Insert date of letter]

Dear [name]

I am writing to raise a formal grievance in accordance with [name of employer]’s grievance policy.

My [complaint / issue / problem] is [with name of individual] OR about [details of your problem].

I have [attached / enclosed] with this letter copies of the following documents which are relevant to my grievance:

1. [Name of document];
2. [Name of document];
3. And so on…

I would also ask that you please speak with or interview [NAMES OF ANY RELEVANT INDIVIDUAL] who [witnessed what occurred / are aware of the problem / who I have already spoken to about this problem etc.].

I would like to meet with you to talk about this grievance and I would like to be accompanied at the meeting by [NAME].

I await hearing from you with a date and time for our meeting at your earliest opportunity.

Yours sincerely

[Sign….]

[Your name]