**Letter or email template for an employee raising a grievance**

It’s important to share and speak to your union representative before submitting a formal grievance.

Insert and delete the words\* that are appropriate for your case.

Dear ....... [name of your employer / HR manager/ line manager],

I am writing to raise a formal grievance. (state how informal process has been addressed)

I have a problem/complaint\* with/about\*....... [give details].

I have evidence in the form of ....... [give details if appropriate].\*

I would be grateful if you could let me know when I can meet you to talk about my grievance.

(propose potential solutions to the issue/problem & what outcome you are hoping to achieve by raising the grievance)

I would like to be accompanied at the meeting by ....... [name].

Yours sincerely,

....... [your name]