

A Sample Grievance Letter

Your name

Your home or work address

Your home or work address

Your home or work address

**Your personal or work Tel. No. Your
personal or work Email**

The name of the person you are complaining to

The position of the person you are complaining to (if relevant)

Their work address

Their work address

Their work address

Date

Dear 'Name of Person'

Re: Grievance

I wish to lodge a grievance under the company Grievance Procedure. I am complaining that

(1) Put your first complaint here.

(2) If there are other complaints create a separate bullet point for each.

I would be grateful if you could send me a copy of the company Grievance Procedure and if you could let me know when I will receive a response to my grievance.*

Yours faithfully (or sincerely)

Your name

Your department or position (if relevant)

** Only include this sentence if you do not have a copy of your company grievance procedure and / or you do not know when you can expect to receive a response to your grievance.*

A Sample Grievance Appeal Letter

Your name
Your home or work address
Your home or work address
Your home or work address

Your personal Tel. No
Your personal or work email

The name of the person handling your grievance appeal
The position of the person you are complaining to (if relevant)
Their work address
Their work address
Their work address

Date

Dear 'Name of Person'

Appeal Against the Findings of the Grievance Investigation Dated ?/??/?? (put the date of the 'letter informing you of the outcomes your grievance' here)

I wish to register an appeal against the findings of my grievance which I received in a letter dated ??/??/??.

My reasons for appealing are as follows:

1. The wrong information was used to investigate my complaint; or you did not investigate all of my complaint.
2. You did not address my complaint of discrimination in your investigation or in your letter telling me about the result of my grievance.
3. The witnesses I asked to be interviewed in connection with my grievance were not interviewed. The witnesses I asked to be interviewed were not permitted to give evidence at my appeal.
4. My third complaint about the treatment of my manager towards me was not investigated.
5. I believe the person investigating my grievance was biased in the way the decision was made.
6. The employer breached their own Grievance Procedures and denied me access to a fair process.

(these are examples of the type of complaints you may wish to put in your appeal letter. You may have others. Choose the example that best fits with the appeal complaint you wish to make.)

I would be grateful if you could let me know when I will receive a response to my appeal.*

Yours faithfully / sincerely

Your name

Your department or position