

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

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

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

I am writing to raise a formal grievance.

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

Yours sincerely,

.....[your name]