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| **Private & Confidential** | | | |
| **Subject:** | Formal Grievance | | |
| **To:** | Enter the details of the person you’re writing to. Include their job title and contact number/email | | |
| **From:** | Enter your name | Date: | Enter the date |
| **Contact** | Enter phone and/or email – how do you want to be contacted? | | |

Dear First name

I’m writing to raise a formal grievance that I would like to be investigated by an independent manager. The reasons for my grievance are as follows:

Enter a description of the issue, using bullet points if you can, in order to explain the reason(s) for your complaint. Include and consider the following:

* The course of events in the order they took place with dates and locations.
* Names of those involved and any witnesses.
* A summary of anything that has been done to resolve matters informally if appropriate.
* An explanation of why you think the situation remains unresolved.
* Any supporting evidence or documents.

If your issue relates to a relationship at work, discrimination, bullying or harassment:

* What happened?
* When did it happen?
* What was the impact on you?
* How did it make you feel?
* What tone of voice was used? Or what specifically was said?
* Was the incident or impact witnessed by anyone?

If your issue relates to the application of a policy think about:

* Which policy does it relate to?
* What does the policy say should happen, and explain fully what you feel hasn’t been followed.
* Think about how the policy has been applied to you, and detail any unfairness.

In order to address the concerns I’ve raised in this letter, explain what outcome you are looking for as a result of your grievance. This gives your employer the opportunity to put things right for you. Your local Accord Officer can help you understand what options there may be before you submit your grievance.

I would be grateful if you would arrange an independent hearing manager to investigate my grievance, and I would like to be accompanied at the grievance meeting by my union representative, enter rep name.

Yours sincerely

Enter your name