[***Today’s date***]

Dear [***Insert name***]

**Grievance Letter**

Following our informal discussion on [***insert date***] in respect of my grievance [***insert nature of grievance***] and the subsequent actions taken [***insert any action that has been taken***] I am writing to inform you that I wish to raise a formal grievance since the situation has still not improved.

This action is being considered with regard to the following circumstances:

[***Specify circumstances***]

Also, I would like to request a meeting in order to discuss this matter. Furthermore, I take the opportunity to inform you that at the meeting I will be accompanied by a work colleague/ trade union representative [***insert name***].

Please reply within [***insert number of days***] of the date of this letter.

# Yours sincerely

[***Insert name***]

[***Insert name and address of recipient***]

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