

# Grievance letter template

## Subject line: Raising a formal grievance

[Today's date]

Dear [name of HR manager/ line manager],

I am writing to raise a formal grievance.

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

I have evidence in the form of [give details, including names, dates, times etc.].

[Optional] I have attempted to resolve the issue by [give details].

[Optional] This is affecting me/impacting my work [give details].

[Optional] I would like the outcome to be [give details].

I would be grateful if you could let me know when I can meet with you to talk about my grievance. I would like to be accompanied at the meeting by [name of colleague or trade union representative].

Yours sincerely,

[Your name]

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