

Private and Confidential

[Addressee]
[Address line 1]
[Address line 2]
[Town]
[County]
[POSTCODE]

[Date]

Dear [Enter name]

Failure to attend a Grievance Hearing

I note that you failed to attend the grievance hearing scheduled for [Enter date] at [Enter time]. Further, you have failed to notify the organisation of any good reason as to why you could not attend. [\[Amend as necessary\]](#)

The hearing has now been re-scheduled for [Enter date] at [Enter time] in [Enter location]. If you cannot attend on this occasion for whatever reason you must notify the organisation at the earliest opportunity. You must take all reasonable steps to attend the meeting. If you fail to attend without good cause, you will have failed in your requirements under the organisation's grievance procedure and we will have no option than to consider that your grievance is closed. There will be no further stages available to you.

If you are attending the hearing you are reminded that you have the right to be accompanied by a work colleague or an accredited trade union official of your choice. Please inform me prior to the meeting who you intend to accompany you.

In the meantime, should you have any queries, please do not hesitate to contact me.

Yours sincerely

[Signatory name]

[Job title / Department]