

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

[Date]

Dear [Enter name]

Grievance Hearing Invitation

I confirm receipt of your *[verbal notification/written notification] raising a grievance in respect of [Enter reason for grievance].

This matter will now be dealt with under the organisation's grievance procedure, which is included in your Company Handbook.

I should like to meet with you on [Enter date] at [Enter time] in [Enter location]. The purpose of this meeting will be for you to provide me with full details of your grievance in order that I can gather and consider all the relevant facts.

Present at the meeting will be [Enter name and position], and I should remind you that you are entitled to be accompanied at the meeting 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. Please contact me if you require any assistance in making the arrangements.

Insert for employees on sick leave with stress or with mobility problems

If you *would prefer to meet off site/need assistance with transport such as a taxi please let me know.

Please find enclosed with this letter a copy of the organisation's grievance procedure for your reference.

Yours sincerely

[Signatory name]

[Job title / Department]