**Employee Grievance – Letter/Email Template**

* Insert and/or delete the words that apply to your own circumstances.

Dear **[name of your employer/HR Manager/Line Manager]**,

I am writing to raise a formal grievance.

I have a problem/complaint\* with/about\* **[provide details]**.

I have evidence in the form of **[provide details if appropriate]**.\*

I would be grateful if you could let me know when I can meet you to talk about my grievance. I would like to be accompanied at the meeting by .......**[Name of person]**.

Yours sincerely,

[Insert your name]