

Grievance Letter UK

Governed by the ACAS Code of Practice No. 1, Trade Union and Labour Relations
(Consolidation) Act 1992 (s. 207A), Employment Relations Act 1999 (s. 10) — England and Wales

Date:

To (Name of Employer / HR Manager / Line Manager):

Dear _____ ,

I am writing to raise a formal grievance.

I have a problem with / complaint about:

Details of the grievance:

I have evidence in the form of (if applicable):

I would like my employer to (desired outcome, if applicable):

Please let me know when I can meet you to talk about my grievance.

I would like to be accompanied at the meeting by:

Yours sincerely,

Signature

Full Name:

Job Title:

Date Signed:
