

Your Address here
Here
Here and
Here
Post Code

Name of Line Manager here
Location/Address of where manager works

Date here 2018

Reference: Grievance / Collective Grievance (*delete as appropriate*)

Dear: Name here

I/We wish to raise a grievance in line with the Trust's grievance policy, current employment legislation and the ACAS Code of Practice on disciplinary and grievances procedures, and the ACAS guide to discipline and grievance at work which compliments the Code of Practice, to ensure fair and consistent treatment.

Basis of Grievance:

A grievance can be raised by any member of staff who has a grievance, (concern, problem or complaint) about their own work; working environment; or their terms and conditions of employment.

Write here the basis of your grievance and include as much detail as possible, making reference to any supporting evidence you have or any other policy or procedure you wish to make reference to that could support your grievance.

Example: if you feel that your manager or employer is trying to introduce a working practice that could be negative to your health and wellbeing then quote the health and wellbeing policy and the paragraph that you feel is relevant to your grievance.

Resolution:

Write here the resolution you are seeking to resolve the grievance.

Type Your Name Here:

Signature: And Sign Below

(if a collective grievance is being raised every member of staff must print their name and sign as well)