**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Receipt of Grievance**

I acknowledge receipt of your letter dated *[insert date]* in which you outlined a grievance that you have and your desire for the matter to be addressed through the formal grievance procedure.

I am therefore writing to confirm that I will hear your grievance on *[insert day, date, time and location]*. I will be accompanied by *[insert name]* who will take minutes of the meeting. You have the right to be accompanied at this meeting by a colleague or a trade union official. Please confirm whether you wish to be accompanied and, if so, who you wish to be accompanied by so that we may make arrangements in this regard.

For ease of reference, I have briefly summarised your issues/concerns below:

• *[Insert issues/concerns raised by the employee in their letter]*

These matters will be discussed and considered at the meeting therefore it is important that you contact me in advance of the hearing, if you deem the above information to be incorrect in any way, or if you wish to add anything further to the above points.

I enclose for your information a copy of our grievance procedure to which I will be making reference.

During this meeting I will listen carefully to what you have to say and ensure that if any further investigations seem necessary, a note is made for these to be undertaken afterwards. It is therefore important that you bring with you any paperwork or other evidence you would like me to consider as I will only be able to base my decision on the information available to me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*