**Private and Confidential**

 *[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I am writing to notify you that a formal grievance has been made against you under the Company’s formal grievance procedure. This is in relation to *[insert details of grievance]* and you have been pointed out as being personally involved in this matter.

The grievance will be processed under the Company’s formal grievance procedure. The first stage is to hold an investigation meeting with you to allow you the opportunity to disclose any information you are aware of in connection with this matter. You should bring any relevant information or documents to this meeting.

*[Select from the paragraphs below and delete as appropriate]*

*[EITHER]*

The investigation meeting will be held on *[insert date]* at *[insert time]* at *[insert location]*. The meeting will be conducted by *[insert name and job title]* and *[insert name]* will also be in attendance as minute taker.

*[OR]*

The investigation meeting will be arranged shortly. I will inform you, by letter, of the arrangements once these have been confirmed.

Due to the ongoing nature of this matter, you should treat this as confidential and should not discuss any aspect of this grievance with your colleagues.

I have enclosed a copy of the Company’s grievance procedure for your information.

If you have any queries regarding the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*