**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Grievance meeting**

I acknowledge receipt of your letter dated *[insert date]* in which you outlined *[delete as appropriate – a grievance/grievances]*. I feel it would be appropriate to address this matter through the formal grievance procedure.

I am therefore writing to confirm that I will hear your grievance on *[insert date]* at *[insert time]* in *[insert location]*. I will be accompanied by *[insert name]* who will act as witness and minute taker.

For ease of reference, I have briefly summarised your concern*[s]*: *[insert details of concern(s) as outlined in the employee’s letter]*.

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

During the meeting, I will listen carefully to what you say and ensure that if any further investigation seems necessary a note is made for this 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 decisions on the information available to me.

For this reason, I will not be able to give you a decision at the close of our meeting. I will, however, write to you as soon as I have completed any investigation and my deliberations.

You have the right to be accompanied at the 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 your information, I enclose a copy of our grievance procedures to which I will be making reference.

Please contact me if you are unable to attend or if you have any queries regarding the contents of this letter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*