**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Rescheduled grievance meeting**

Following receipt of your letter dated *[insert date]* where you outlined *[delete as appropriate – a grievance/grievances],* I replied on *[insert date]* and invited you to attend a grievance meeting on *[insert date]* to discuss this. I enclose a copy of this letter for your information. You failed to attend this meeting because *[insert details for non-attendance]*.

Therefore, I have rearranged the meeting to take place on *[insert date]* at *[insert time]* in *[insert location]*. *[Insert name]* will also be present as a witness and minute taker.

You have the right to be accompanied at the hearing 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.

I look forward to seeing you on *[insert date]*. However, if you are unable to attend this re-arranged meeting then please contact me as soon as possible.

Yours sincerely,

*[Insert name]*

*[Insert job title]*