

Employer's Address

Applicant's Address

Date

Dear [Name]

I am writing to let you know that I have a grievance relating to [Insert information] and I would like this matter to be fully investigated [In accordance with the company's grievance procedure].

The main issues to be investigated are as follows:

- 1.
- 2.
- 3.

I trust you will let me know how the investigation is proceeding and that you will arrange to hold a grievance hearing as soon as possible.

I understand that I am entitled to bring either a work colleague or a trade union representative with me to that grievance hearing.

I look forward to hearing from you.

Yours Sincerely

[Applicant's Name]