

ON YOUR COMPANY LETTER HEADED PAPER

Strictly Private & Confidential

NAME

ADDRESS

DATE

Dear NAME,

I refer to your letter of DATE to NAME in which you raised a grievance about alleged:

- XX
- XX

Therefore, in accordance with the Statutory Grievance Procedure, I would like to invite you to attend a grievance meeting to discuss these matters further on DATE, at LOCATION, OFFICE, at TIME. This meeting will constitute Step 2 of the grievance procedure. Your letter has constituted Step 1.

The format of the meeting will be to:

- a) confirm the main points of your grievance
- b) consider any evidence
- c) adjourn the meeting to consider the points
- d) reconvene the meeting to advise you of the outcome of my investigation.

If it is not possible to reach a decision at the conclusion of the meeting, you will be advised of the decision as soon as possible afterwards.

I will conduct the meeting, in the presence of NAME, POSITION, who will take notes. You are entitled to be accompanied by a work colleague of your choice, or a trade union representative. Please inform me of the name of this person in advance of the meeting. Any trade union representative invited to attend a grievance hearing (who is not an employee of the company) must produce evidence that he/she is employed by an independent trade union, or a written document from his/her trade union certifying their competence to act as a companion at such a hearing.

If this date is unsuitable, or if you are unable to arrange for your accompanying employee or trade union representative to attend on the proposed date, you should provide a suitable alternative within five working days of the proposed date.

I would be grateful if you could confirm your intention/attendance to this meeting to NAME on NUMBER, by DATE/TIME.

Yours sincerely

NAME

POSITION