



STAFFING MATCH

TEMP | MANAGED SERVICE | PERM

<<Name>>
<<Address>>
<<Address>>
<<Address>>

<<Date>>

Dear <<NAME>>

Receipt of grievance

I am writing to let you know that another employee has brought a grievance that makes allegations against you. The nature of the grievance is <<give details of grievance>>. A copy of the formal grievance letter is attached.

The grievance will be fully and impartially investigated in accordance with the Company's grievance policy and procedure, a copy of which is enclosed. No decision has been made as to what, if any, action needs to be taken in respect of this grievance. Please be assured that no decision will be taken until the investigation is complete and you will be given an opportunity to give your version of events at a formal investigatory meeting, [which will be held on <<insert date and time of meeting>>] **OR** [the date of which will be advised].

If you have any questions or concerns before the formal investigatory hearing, please contact me.

Yours sincerely

<<Name>>
<<Job title>>