



STAFFING MATCH

TEMP | MANAGED SERVICE | PERM

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

<<Date>>

Dear <<Name>>

Receipt of Grievance

I am writing to confirm receipt of your [letter] **OR** [email] of <<insert date>> regarding your formal grievance about <<insert details of formal grievance>>.

The Company will now arrange an investigation of your grievance in accordance with the Company's grievance policy, a copy of which is enclosed. The Company will hold a formal grievance meeting with you after the investigation is concluded.

As part of the investigation, the Company may have to interview potential witnesses and/or review documents. The grievance will be kept as confidential as possible and every witness will be told not to discuss this matter, although they will be informed that a grievance has been raised.

No decision will be taken about your grievance until the investigation is complete and your complaints have been discussed at a formal grievance meeting.

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

Yours sincerely

<<Name>>
<<Job Title>>