

[Insert date]

[Insert address of employer]

Dear [insert name of employer],

I am writing to you to highlight a problem I am experiencing at work. I hope that you can help me to resolve the problem in a quick and amicable way.

I raised this problem informally with [my manager] on [insert dates], but it has not been resolved to date.

[Insert short summary of the problem you are experiencing]

[Insert explanation of how the problem is affecting you. Refer to any effect it is having on your health etc.]

[Insert how you feel the problem could be resolved]

I would like the opportunity to meet with you to discuss my grievance. I would be grateful if you would reply to me, suggesting a convenient date and time. I intend to be accompanied to this meeting by [Trade Union representative/colleague].

Yours sincerely,

[Insert name]