



TEMPLATE LETTERS FOR EMPLOYEES GRIEVANCE AND DISCIPLINARY PROCEDURES

[Letter or email template for an employee raising a grievance](#)

[Letter or email template for an employee to appeal a disciplinary outcome](#)

[Letter or email template for an employee to appeal a grievance](#)

Letter or email template for an employee raising a grievance

Insert and delete* the words that are right for your own case.

Dear[name of your employer / HR manager/ line manager],

I am writing to raise a formal grievance.

I have a problem/complaint* with/about* [give details].

I have evidence in the form of[give details if appropriate].*

I would be grateful if you could let me know when I can meet you to talk about my grievance. I would like to be accompanied at the meeting by[name].

Yours sincerely,

.....[your name]

Letter or email template for an employee to appeal a disciplinary outcome

Insert the words that are right for your own case.

Dear[your employer/manager/HR manager name],

I am writing to formally appeal against the disciplinary penalty you imposed on me on me on [date].

My reasons for appeal are as follows:

[set out basis for your appeal. For example, you disagree with the way disciplinary action was taken, you feel the outcome was too harsh, or you have new evidence that you feel should be considered].

I would be grateful if you would let me know when and where we can meet to discuss my appeal. I would like to be accompanied at the meeting by[name].

Yours sincerely,

.....[your name]

Letter or email template for an employee to appeal a grievance

Insert and delete* the words that are right for your own case.

Dear[your employer/manager/HR manager name],

I am writing to formally appeal against the decision taken on my recent grievance which was notified to me on[date]

My reasons for appeal are as follows:

[set out the basis for your appeal. For example, if you disagree with the way the grievance was handled, if you feel the decision taken was wrong, or if you have new evidence that you feel should be considered].

I would be grateful if you would let me know when and where we can meet to discuss my appeal. I would like to be accompanied at the meeting by[name].

Yours sincerely,

.....[your name]