

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

ing

Following your grievance letter  
for a grievance meeting.

writing to acknowledge your request

The grievance meeting will be  
held remotely by <<state vide  
discuss your grievance and  
matter. You are entitled, if yo  
representative. [If you are brin  
can add them to the meeting  
state your case. Your compan  
but may not answer questions

<Insert Time and Place>> [OR will be  
>.] The purpose of this meeting is to  
Company may take to resolve the  
nied by a work colleague/trade union  
e tell me as soon as possible so that I  
you will be given a full opportunity to  
dress the meeting and confer with you

Should you wish to submit any  
send this to <<Name>> not les

nsidered prior to the meeting you may  
before the meeting.

Please confirm as soon as po  
the meeting. The Company w  
alternative time and date <<e.g

and that of your companion at  
g if you propose a reasonable  
of the proposed date above>>.

If you have any questions with  
this further, please do not hesi

or should you wish to discuss

Yours sincerely

<<Name & Title>>

For and on behalf of <<Compa