

[Print on Employer's Company Name and Address]

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

<<Date>>

Dear << >>

Following your grievance letter writing to acknowledge your request for a grievance meeting.

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

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

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

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

Yours sincerely

<<Name & Title>>

For and on behalf of <<Compa

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writing to acknowledge your request

<Insert Time and Place>> [OR will be >.] The purpose of this meeting is to Company may take to resolve the nished 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

nsidered prior to the meeting you may before the meeting.

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

or should you wish to discuss