

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

<<Date>>

Dear <<NAME>>

I am writing to let you know that I have received a grievance that makes allegations against you (<<give details of grievance>>). A copy of the form is attached.

The grievance will be fully and fairly investigated in accordance with the Company's grievance policy and a final decision has been made as to whether the grievance is to be taken in respect of this grievance. Please be assured that the investigation is complete and you will be given the opportunity to make your version of events at a formal investigatory meeting, [insert date and time of meeting] OR [the date of written representation]

If you have any questions or comments before the investigatory hearing, please contact me.

Yours sincerely

<<Name>>
<<Job title>>

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