

[O...er]

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

<<Date>>

Dear <<>>

Grievance - Invitation to Invest

I am writing to invite you to an
location>>].OR[<<The meeting
investigate a grievance raised
terms, the grievance concerns
<<state e.g. useful information
and that could assist the Comp

The investigatory meeting will
 <<insert name and job title>>v
 will have the opportunity to see
 accurately reflect what was sa

The investigatory meeting is a assistance to establish all the please could you provide me v assistance to the investigation

The Company treats personal data in accordance with the Company privacy notice. You must keep your colleagues.

Please confirm by <<insert date>> that you have any questions or concerns. If you do, do not hesitate to contact me.

Thank you for your help.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Compa

<<insert date & time>>[at <<insert
. The purpose of the meeting is to
>>on<<insert date>>. In general
nce>>. We should like to discuss
that are the subject of the grievance
investigation>>.

me and job title>>and
e a note of the meeting. You
notes to ensure that they

we are seeking your
evance. Ahead of the meeting,
you think might be of

grievance process in
Information about how your
provided in the employee
and must not discuss it with

the date and time above. If you
investigatory meeting, please do