

[Today's date]

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

I am writing to raise a formal grievance.

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

[Optional] I have evidence in the form of [give details].

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]