Workplace Hero

# Formal grievance letter template

Free workplace template | Replace [placeholders] and delete any wording that does not apply. General guidance for Great Britain, not individual legal advice.

[Your name and job title]

[Date]

[Appropriate manager or HR contact]

[Organisation]

**Subject: Formal grievance - [Brief description]**

Dear [Name],

I am writing to raise a formal grievance under the organisation's grievance procedure. My concern relates to [Brief, factual summary].

On [Date or approximate date], at [Location or meeting], [Describe what happened, including relevant words or actions]. [Names or roles] were present, where relevant.

On [Date], [Describe any further related incident]. I have attached a timeline and listed the relevant supporting information.

The situation has affected [Explain the impact on your work or wellbeing accurately, sharing only relevant personal information you choose to disclose].

I raised the issue with [Name or role] on [Date]. [Explain the response and why the concern remains unresolved].

I would like [Describe a reasonable outcome, such as a fair investigation, correction of an error or steps to prevent further incidents].

Please acknowledge receipt and confirm the next steps, including who will handle the grievance and arrangements for a meeting. Please let me know how to provide any further supporting information securely.

Kind regards,

[Your name]

Attachments: [Timeline / evidence list / relevant documents]

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# Example email and optional wording

The example below is fictional. Use it for structure, not as a statement about events that have not happened.

### Example: repeated comments in meetings

Subject: Formal grievance - comments in team meetings

Dear HR Manager,

I am writing to raise a formal grievance about repeated comments in team meetings and the lack of resolution after I raised my concerns.

At the team meeting on 14 October, my manager said I was “not committed enough” because I had requested annual leave that had already been approved. Three colleagues were present. On 21 October, my manager referred to that leave request again and said I was “letting the team down”.

I raised my concerns privately on 17 October and explained that the comments made it difficult for me to contribute confidently in meetings. Similar comments have continued. I have retained the leave approval email and my dated notes of both meetings.

I would like the concerns investigated fairly, clarification of expectations about professional conduct and appropriate steps to prevent recurrence. Please acknowledge receipt and confirm the next steps under the grievance procedure.

Kind regards, [Your name]

### If informal resolution was inappropriate

I have not attempted informal resolution because [Explain the relevant reason, such as the seriousness of the concern or a conflict of interest]. I am therefore asking for this to be considered under the formal procedure.

### If your grievance concerns your manager

As my concern relates to my line manager, please confirm an appropriate alternative person to handle the grievance and how any conflict of interest will be managed.

### Meeting support or adjustments

Please confirm the arrangements for accompaniment at the meeting. I would also like to discuss [Any reasonable adjustments or support you need to participate fairly].

The statutory right to be accompanied applies to qualifying grievance meetings. Check the nature of your grievance, your employer’s policy and any relevant adjustment needs.

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# Evidence checklist and incident timeline

Keep this worksheet for preparation or attach relevant sections. Only collect and share information you are lawfully entitled to access.

## Before submitting your grievance

1. Check the policy, correct recipient and any required form.
2. State the main concern and separate connected issues clearly.
3. List dates, places, events and relevant witnesses; mark approximate dates.
4. Separate what you observed from what you suspect or were told.
5. Explain any earlier attempts to resolve the concern, or why they were inappropriate.
6. Describe the impact and a reasonable outcome you are seeking.
7. Number relevant documents and share them through an appropriate secure channel.
8. Remove unused placeholders; keep a copy and request acknowledgement.

## Incident timeline

| Date / time | What happened / where | Evidence reference | Witness / role |
|---|---|---|---|
| [Date] | [Factual account] | [Document / note] | [If relevant] |
| [Date] | [Factual account] | [Document / note] | [If relevant] |
| [Date] | [Factual account] | [Document / note] | [If relevant] |

## Important: legal deadlines

A grievance does not automatically pause employment tribunal time limits. Do not wait for the grievance outcome before checking your deadline with Acas or an adviser. Acas early conciliation has separate rules about time limits.

Information cannot always remain confidential: relevant allegations may need to be shared so others can respond fairly. Do not access private colleague records or take confidential information without authorisation.

Acas guidance: acas.org.uk/grievance-procedure-step-by-step | acas.org.uk/grievance-letter-template | acas.org.uk/employment-tribunal-time-limits

Northern Ireland has different arrangements: contact the Labour Relations Agency at lra.org.uk. Checked 3 November 2026.