# Letter template for a worker raising a grievance

[Today's date]

Dear [name of 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].

[Optional] I would like [give details of what you want your employer to do to resolve the grievance].

Please 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]