**TEMPLATE LETTER  
FORMAL COMPLAINT LETTER**

Your address  
  
Employer’s name

Employer’s address

Date

Dear,

**Subject:** (Title of your letter/what is it about)

Please accept this letter as a formal grievance.

**(Describe what has happened; give the facts of the case, being specific and clear. Include relevant circumstances and make particular reference to the effect the unwanted conduct had on you.)**

The Equality Act 2010 (the Act) says that I am protected against harassment at work related to my protected characteristic of **(state which one i.e. disability, sexual orientation, race, transgender etc.).**

Harassment is defined in the Act as unwanted conduct related to a relevant protected characteristic, and has the purpose or effect of;

* Violating my dignity, or
* Creating an intimidating, hostile, degrading, humiliating or offensive environment for me.

I have tried resolving this matter **(insert here how you have tried to reach a resolution who you have spoken with, their job title and when)** but I am not satisfied with the outcome. Consequently, I would like to formally raise my concerns through a grievance in accordance with the company’s grievance procedure. The reason for this is to investigate the concerns which I have raised, with a view to resolving these then as soon as possible.

I understand that a grievance meeting will be arranged in which we can discuss this matter and try to resolve these concerns. I also understand my right to be accompanied in this meeting by a colleague or trade union representative.

I look forward to receiving your response in writing within 14 days from the receipt of this letter or in line with the company’s grievance procedure.

Yours sincerely/faithfully,

**(Your name)**