**TEMPLATE LETTER**

**FORMAL COMLAINT LETTER**

[Date]

[Employee name]

[Address]

Dear [Name]

## Formal Grievance Acknowledgement

I am writing to acknowledge receipt of your formal grievance letter sent to [name], [job title] dated [date].

I will write to you shortly requesting you to attend a Stage One meeting, in accordance with the University’s Grievance Procedure at which you will have the full opportunity to state your case detailing your issues.

I would advise you that you have the right, if you wish, to be accompanied at the meeting by a work colleague or trade union representative not acting in a legal capacity.

Please do not hesitate to contact me if you have any questions about this.

Finally, I realise that this may be an unsettling time for you and would like to take this opportunity to remind you of the Employee Assistance Programme which is available to provide 24-hour support on 0800 085 1376.

Yours sincerely

**[Name Line Manager]**