**TEMPLATE LETTER  
FORMAL COMPLAINT LETTER**

Dear Sir,

I have received detail of proposed changes to my role under the Standard Structures project.

I understand from the outline received that if I disagree with the proposed changes, I should pursue a grievance in accordance with BMI Healthcare Grievance Policy.

In accordance with paragraph 4.1 of the policy I write to lodge my grievance and invoke the grievance procedure as outlined in the policy.

**Grievance:**

Details of grievance:

……………………………. **(Please include member’s information)** If consultation is required any lack of consultation may constitute a fundamental breach of the implied duty of trust and confidence.

**Remedy Sought:**

In accordance with paragraph 4.5 of the BMI Grievance policy, I seek a full investigation of this matter, and disclosure of information which resulted in the proposed changes.

In addition to lodging this grievance I do not accept the proposed changes and intend to work under protest following implementation.

I look forward to hearing from you with confirmation of the grievance meeting date.

Yours faithfully,

XYZ