**TEMPLATE LETTER   
FORMAL COMPLAINT LETTER**

Dear **[name of employer]**,

I would like to make a formal complaint using your grievance procedure.

I have tried to resolve the issue informally. **[Set out who you spoke to and when and give details of any meetings that were held to** **discuss the issue.]**

Unfortunately, we have not been able to resolve the issue and I would now like to raise a grievance. The reason for the grievance is **[explain what the issue is about e.g. I feel that I have been treated unfairly for taking time off for pregnancy-related sickness or for my antenatal care or no action has been taken to deal with my health and safety concerns and I have been forced to take sick leave.]**

**[Set out what you would like the employer to do e.g., speak to the person you are complaining about or provide suitable alternative work or introduce a maternity policy.]**

Yours sincerely,

**[your name]**