**Workplace Grievance Letter**

*Date: 13 September 2025 | Jurisdiction: England & Wales*

From (Your details):

Name:
Address:
Postcode:
Email:
Telephone:

To (Recipient details):

Name/Company:
Address:
Postcode:
Email:
Reference (Order/Account/Policy No.):

Re:

Subject/Issue:
Key dates:
Reference numbers:

I am raising a formal grievance under the company’s grievance procedure and the ACAS Code of Practice.

Issues complained of: [Describe incidents, dates, witnesses, impact].

Outcome sought: [e.g., investigation, resolution, training, reassignment].

Please confirm the next steps and provide a copy of the grievance procedure and timeline.

Yours faithfully,

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: