

# 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: