*Note: the types of issues that you can file a grievance about include being bullied at work, not getting a bonus, pay rise, promotion, not being granted the right to work from home or work part time, lack of promotion, being discriminated against and feeling you have been treated unfairly. If you are unsure about whether to raise a grievance or not, please contact us at:* [*Litigation Friend - Contact Us*](https://thelitigationfriend.com/contact-us)

*Send by email to HR Manager/Manager*

**Subject: Formal Grievance**

Dear [HR Manager/Manager],

I would like to raise a formal grievance.

Please see below for a timeline of events that I am raising a grievance about:

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Event** |
|  |  | [*Fill in each event/incident that has happened in this table with the date/approximate date for each and who was involved at each stage*] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Due to the above events, my grievance/s are as follows:

1. [*List each of the things you are complaining about e.g. a proper redundancy processed was not followed, my redundancy was pre-determined, I have been bullied*]

I have attached the following evidence which is relevant to my grievance:

1. [*Attach any relevant emails/documents*]

I look forward to hearing from you regarding next steps.

Yours sincerely

[***Insert your name***]