

**ON COMPANY HEADED PAPER
INVITATION TO ATTEND A GRIEVANCE MEETING**

[DATE]

Dear []

INVITE TO GRIEVANCE MEETING

I am writing to advise you that you are required to attend a meeting at **[place]** on **[date]** with **[name]** to discuss your grievance(s) which I understand to be:

- **[insert details of grievances]**.

Please let me know in advance of the meeting if you do not agree with my understanding of the matters to be discussed and investigated.

You are entitled to be accompanied at the grievance meeting by a colleague or a trade union representative. Please advise **[Human Resources]** at least **[24 hours]** before the meeting of the name of the person who will accompany you so that appropriate arrangements can be made. If your chosen companion is unable to attend this meeting, please contact **[Human Resources]**

At this meeting you will have the opportunity to explain your complaints in full and put forward any evidence that you may have. If you wish to rely on any written material or documents, please send copies to me in advance of our meeting.

Should you have any queries about this process or questions about what the grievance meeting will involve, please let me know and I will be happy to discuss the arrangements in detail with you.

Yours sincerely

[Name and Position]

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