

Manager name
Name of the employer firm or company

Date of letter

Dear Salutation

Re: Grievance

I am writing to bring to your attention a matter that is causing me concern. I should like you to deal with this as a formal grievance in accordance with the Acas Code of Practice on Disciplinary and Grievance procedures.

Please arrange a formal grievance meeting for this matter to be discussed as soon as possible.

Yours sincerely

Employee name rule