



<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Grievance Meeting

Following your grievance letter dated <<Date>>, I am writing to acknowledge your request for a grievance meeting.

The grievance meeting will be on <<Insert Date>> at <<Insert Time and Place>>. The purpose of this meeting is to discuss your grievance and any possible action the Company may take to resolve the matter. You are entitled, if you wish, to be accompanied by a work colleague/trade union representative. At the meeting you will be given a full opportunity to state your case. Your companion will be entitled to address the meeting and confer with you but may not answer questions on your behalf.

Should you wish to submit any documentation to be considered prior to the meeting you may send this to <<Name>> not less that <<three>> days before the meeting.

Please confirm as soon as possible your attendance and that of your companion at the meeting. The Company will reschedule the meeting if you propose a reasonable alternative time and date <<e.g. within 5 working days of the proposed date above>>.

If you have any questions with respect to the meeting or should you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>