## Standard letter – Lodging a Grievance

ADDRESS

PHONE NOS

MANAGER’S NAME

ADDRESS

DATE

Dear \_\_\_\_\_\_\_\_\_\_\_

**ISSUE**

Following our discussion/exchange of correspondence of (DATE) regarding (ISSUE), on behalf of (MEMBER(S)’ NAME), which has not led to a resolution to the issue, I write to advise you that (MEMBER) has no alternative but to lodge a formal grievance in accordance with Stage \_\_\_\_\_ of the Trust’s/Board’s Grievance Procedure.

The grievance is that (MANAGEMENT ACTION/FAILURE TO ACT). This matter has had the effect of (LIST CONSEQUENCES). This is unacceptable and (MEMBER) seeks (STATE REMEDIAL ACTION REQUIRED).

In accordance with Stage \_\_\_\_ of the Grievance Procedure, I note that the status quo applies (IF APPROPRIATE AND THE PROCEDURE HAS A STATUS QUO CLAUSE) and that until this matter is resolved, the position which existed prior to the grievance arising will remain in effect (STATE WHAT THE POSITION WAS PRIOR TO THE GRIEVANCE).

Please provide me with the following information prior to the meeting to hear the grievance:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ETC).

I will be attending the meeting with (MEMBER). I envisage that the meeting will last no longer than \_\_\_\_\_\_\_ and would ask that all those present clear their diaries for that length of time.

I look forward to your early reply and note that Stage \_\_\_\_ of the Grievance Procedure states that not more than \_\_\_\_ days should elapse between the lodging of the grievance and the meeting to discuss it.

Yours sincerely,

NAME - RCM STEWARD

cc (MEMBER)

cc (RCM OFFICER)